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Fire Commission

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January 2, 2008 (Special Meeting 5:30 PM)

FIRE COMMISSION SPECIAL MEETING

Wednesday, January 2, 2008 - 5:30 PM

698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

Item No.

GOVERNMENT
DOCUMENTS DEPT

FEB 25 2009

1. ROLL CALL

Commissioner Paul Conroy, Hearing Officer

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2. CASE NO. 07-11: HEARING ON EMPLOYEE SUSPENSION APPEAL *[Action Item]*

Hearing on employee suspension appeal in accordance with Section 4001 of the Rules and Regulations, Firefighter David Johnson, has appealed his 6-day suspension for the period December 11/12, December 14/15 and December 17/18, 2007. Firefighter Johnson was suspended for violation of the Rules and Regulations as follows:

- Section 1502 – Valid Operator's License
- Section 3905 – Unfamiliarity with Rules
- Section 3923 – Disobedience

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2, including anything pertaining to the complaint and whether to hold the hearing in closed session

B. Decision by Hearing Officer on whether to hold the hearing in closed session

C. Hearing on complaint (in open or closed session per the Hearing Officer's decision)

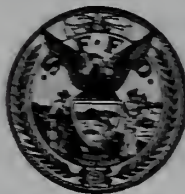
D. If closed session is held, reconvene in open session

3. ADJOURNMENT

FIRE COMMISSION

City and County of San Francisco
Gavin Newsom, Mayor

Paul A. Conroy, *President*
George Lau, *Vice President*
Stephen A. Nakajo, *Commissioner*
Clementine Clarke, *Commissioner*
Victor Makras, *Commissioner*



698 Second Street
San Francisco, CA 94107
Telephone 415.558.3451
Fax 415.558.3413
Tania Bauer, *Secretary*
No. 08-01

FIRE COMMISSION REGULAR MEETING

Thursday – January 10, 2008 – 6:00 p.m.
698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President	Paul A. Conroy
Vice President	George Lau
Commissioner	Stephen A. Nakajo
Commissioner	Clem Clarke
Commissioner	Victor Makras
Chief of Department	Joanne Hayes-White

DOCUMENTS DEPT.

JAN - 9 2008

2. PUBLIC COMMENT

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Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES [Action]

Discussion and possible action to approve the minutes of the Regular Meetings of October 25, 2007, November 8, 2007 and December 13, 2007 and the Special Meetings of November 20 (2:00 PM), November 20 (3:00 PM), November 20, 2007 (4:00 PM) November 20, 2007 (6:00PM) and December 3, 2007.

Action to be taken: Approval of the minutes

Commissioner _____ moves
Commissioner _____ seconds

President Conroy – Any public comment?
Any questions, discussion from Commissioners?
All in favor?
Opposed?.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(December 14, 2007 through January 2, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From Jeffrey Sharpe, requesting information on fire code restrictions. Copy: Commissioners, Fire Marshal.
2. From Erica Byrne, requesting information on siren and horn use. Copy: Commissioners, Deputy Chief of Department.
3. From Jan Vogel, inviting the Fire Department to participate in the Credit Union National Association 2008 Disaster Preparedness Conference. Copy: Commissioners, Chief of Department.
4. From SFFDWatchDog, commenting on the upcoming Battalion Chief test. Copy: Commissioners, Chief of Department.

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Janet Panzer, Workshop Coordinator, Expanding Your Horizons, thanking Lieutenant Erica Arteseros for her participation at the Expanding Your Horizons (Career Conference for Young Women) conference. Copy: Commissioners.
2. From Virginia A. Ursa, 177 Post Street Associates, commending and thanking Captain Thomas Harvey and Inspector Ken Burke for their patience and professionalism during a building inspection. Copy: Commissioners.
3. From Patrick J Regan, thanking Chief Hayes-White for her kind note and for attending the wake of his father, Lieutenant John J Regan, SFFD (Ret.). Copy: Commissioners.
4. From David G Boyd, Ph.D., Science and Technology Directorate, Department of Homeland Security, thanking Chief Hayes-White for participating in the 2007 Annual Technologies for Critical Events conference. Copy: Commissioners.
5. From Richard Collett and Jill Osur, Tesoro Spirit of the Season, thanking Chief Hayes-White for participating in the Special Olympics Gala . Copy: Commissioners.

President Conroy – *Any public comment?*
Any questions, discussion from Commissioners?

5. GIFT OF 15 PORTO2VENT MACHINES TO THE FIRE DEPARTMENT [Discussion and Possible Action]

Discussion and possible action to recommend that the Board of Supervisors accept a gift to the Fire Department from Emergent Technologies Corporation of fifteen PortO₂ Vent machines. Emergent Technologies develops and markets durable medical equipment for hospital and EMS use. The PortO₂ Vent machines assist patients experiencing respiratory distress. The gift is valued at \$19,050.00.

Action to be taken: Recommend the Board accept the gift

Commissioner _____ moves
Commissioner _____ seconds

President Conroy – Any public comment?

Any questions, discussion from Commissioners?

All in favor?

Opposed?

6. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration. Report, as requested, on progress of the Department since 2004.

REPORT FROM OPERATIONS

Report on overall operations during the period of December 13, 2007 through January 4, 2008.

President Conroy – Any public comment?

Any questions, discussion from Commissioners?

PERSONNEL REPORTS

a. Division of Fire Prevention & Investigation

Submitting monthly report from Division of Fire Prevention & Investigation concerning activities performed during December 2007.

b. Physician's Report

Submitting biweekly report of Fire Department Physician concerning disability injuries December 13, 2007 through January 4, 2008

c. Employee Actions

Reporting that the following employees have passed probation:

H3 Level 2 Paramedic

Name

Jardine, Ashley S.

Effective Date

December 11, 2007

1041 IS Engineer Assistant

Name

Entwistle, Derek J.

Effective Date

November 9, 2007

Suspension

Reporting the following suspension:

<i>No./Rank of Members</i>	<i>Days Suspended</i>	<i>Dates</i>	<i>Violation of</i>
1 H2 Firefighter	6	9/11/07 through 9/18/07	Sec. 1502 - Valid Operator's License Sec. 3905 – Unfamiliarity with Rules Sec. 3923 - Disobedience

Resignation

Reporting the resignation of Permanent H-3 Level 1 EMT Michael D Huges, effective December 12, 2007.

Leaves of Absence

Reporting leave of absence with pay for six members to attend the International Association of Firefighters (IAFF) Human Relations Conference to be held in New Orleans, LA, January 19 – 23, 2008.

Name	Rank	Assignment	Dates for Approved Leave
Robert Arzave	H-2 Firefighter	Engine 2	January 21, 2008 – 1 day (24 hours)
Dan Gracia	H-2 Firefighter	Rescue Squad 1	January 23, 2008 – 1 day (24 hours)
John Hanley	H-30 Captain	Engine 6	January 21, 2008 – 1 day (24 hours)
Karen Heald	H-20 Lieutenant	Engine 29	January 20, 2008 January 23, 2008 – 2 days (48 hours)
Kinnie Jamerson	H-2 Firefighter	Engine 25	January 20, 2008 January 23, 2008 – 2 days (48 hours)
Joel Soto	H-2 Firefighter	Engine 7	January 20, 2008 – 1 day (24 hours)

Reporting leave of absence with pay for three members to attend the International Association of Firefighters (IAFF) Affiliate Leadership Training Conference to be held in New Orleans, LA, January 23 – 25, 2008.

Name	Rank	Assignment	Dates for Approved Leave
John Hanley	H-30 Captain	Engine 6	January 24, 2008 – 1 day (24 hours)
Tom Johannessen	H-2 Firefighter	Engine 21	January 24, 2008 – 1 day (24 hours)
Floyd Rollins	H-2 Firefighter	Engine 7	January 23, 2008 – 1 days (24 hours)

Per the Memorandum of Understanding Side Letter between the City and County of San Francisco and the San Francisco Fire Fighters Local 798, the Department has approved the request for these members to attend the Human Relations Conference and IAFF Leadership Training Conference. The Department will not incur any travel related costs for these members to attend the Conferences. These members will be backfilled for the above listed days.

Submitting requests for leaves of absence with pay for the time period from February 2007 through May 2008.

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
15	H2 Firefighter	296
4	H3 Firefighter/Paramedic	30
1	H20 Lieutenant	6
Total Number of Days with Pay		332

Submitting requests for intermittent leaves with pay for the time period from November 2007 through February 2009 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Dates of Leave</i>
1	H2 Firefighter	Nov 14, 2007– Nov 14, 2008
1	H2 Firefighter	Nov 29, 2007– Nov 29, 2008
1	H2 Firefighter	Nov 12, 2007– Nov 12, 2008
1	H2 Firefighter	Feb 22, 2008 – Feb 22, 2009
1	H2 Firefighter	Feb 1, 2007 – Feb 1, 2008
1	H2 Firefighter	Dec 17, 2007– Dec 17, 2008
1	H2 Firefighter	Dec 26, 2007– Dec 26, 2008
1	H3 Firefighter/Paramedic	Jan 1, 2008 – Jan 1, 2009
1	H10 Incident Support Specialist	Nov 12, 2007– Nov 12, 2008

Submitting requests for leaves of absence without pay for September 2006 through June 2008:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
2	H2 Firefighter	588
1	H3 Firefighter/Paramedic	54
Total number of Days w/o Pay		642

Retirements

Correction to Retirement Information from September 13, 2007 Agenda

Member	Rank	Years	Type	Retirement Date
Stark, Richard V	A/Lieutenant	30	Service	Aug 8, 2007

7. ADJOURNMENT

Time _____

Fire Commission

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January 10, 2008

08-01

MINUTES OF THE FIRE COMMISSION REGULAR MEETING

Thursday – January 10, 2008 – 6:00 p.m.

698 Second Street, Room 102, San Francisco, CA 94107

The meeting was called to order by President Conroy at 6:00 PM

1. On ROLL CALL, the following were present:

President	Paul A. Conroy
Vice President	George Lau
Commissioner	Stephen A. Nakajo
Commissioner	Victor Makras

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Joanne Hayes-White
Richard Kochevar
Gary Massetani

Chief of Department
Deputy Chief, Operations
Deputy Chief – Administration

Assistant Deputy Chiefs – Staff

Patrick Casserly

Division of Airports

Tom Siragusa

Division of Training

Robert Navarro

Division of Homeland Security

Barbara Schultheis

Fire Prevention & Investigation

Lorrie Kalos

Division of Support Services

EMS Officers

Karl Sporer, M.D.

SFFD Medical Director

Sebastian Wong

Section Chief, Operations

Other Staff

Julia Dawson

Chief Financial Officer

Jesusa Bushong

Human Resources Director

President Conroy opened the meeting by pointing out that this was the first meeting of 2008 and wishing everyone a Happy New Year.

2. PUBLIC COMMENT

President Conroy called for public comment. Two members of the public approached.

Doug Yamamoto, Business Representative, International Union of Painters and Allied Trades, District Council 16, spoke of repair work that was done to roll-up doors on Fire Stations by the Byron-Epp company.

Larry Bradshaw, Local 21 representative and H-1 Paramedic, spoke of his feelings regarding the EMS reconfiguration. Mr. Bradshaw stated he believes the design of the system is flawed, that there are not enough posting locations and that the system 'runs out' of ambulances routinely between 0200 and 0600 hours.

Commissioner Nakajo asked the Chief to address the issues raised by Mr.

Bradshaw during her Report.

3. APPROVAL OF MINUTES

There were four (4) sets of Minutes before the Commission for approval: Minutes of the regular meeting of October 25, 2007 and the Special Meetings of November 20, 2007 (6:00 PM), November 20 (3:00 PM) and December 3, 2007.

President Conroy called for discussion among the Commissioners. There was none. President Conroy called for public comment. No one approached. Commissioner Lau moved to accept the four sets of minutes without modification. Commissioner Makras seconded. The vote of 4 – 0 ‘Aye’ approved the minutes.

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(December 14, 2007 through January 2, 2008)

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President Conroy called for discussion. Commissioner Nakajo pointed out Item # 2, from Erica Byrne, regarding horn and siren use. He asked that that communication be addressed during the Chief's report and asked what, if any, response the Department made to this member of the public. Deputy Chief Kochevar stated that members are reminded frequently to use horns and sirens appropriately under the circumstances. He noted that appropriate use would vary depending on location, time and other factors. He also reported that he had already replied to the communication.

President Conroy called for public comment. No one approached, and President Conroy closed public comment on this agenda item.

5. GIFT OF 15 PORTO₂VENT MACHINES TO THE FIRE DEPARTMENT

Chief Hayes-White asked for Dr. Sporer to come forward and speak about the donation. Dr. Karl Sporer, the EMS Medical Director for the Department, explained that the Emergent Technologies Corporation is making a gift of fifteen (15) machines to the Department and he urged the Commission to accept. The machines provide Continuous Positive Airway Pressure (CPAP) and are designed to assist patients in respiratory distress by creating positive oxygen pressure in the upper and lower respiratory tracts, thus enabling patients to breath more easily. The use of CPAP has been shown to lower the instances of – and in many cases eliminate the need for – endotracheal intubation, which involves inserting a hollow tube into a patient’s airway for breathing support.

Commissioner Lau asked if the Department would need more than 15 devices. Dr. Sporer answered that a new directive from the EMS Agency requires one such machine on every ambulance in the fleet by March 2008. He added that the Department was purchasing more of these devices from Emergent, to ensure a sufficient number for each ambulance. Due to budget issues, the Department was able to purchase 15 of the devices, and Emergent was providing the remaining 15 devices as a gift.

Commissioner Nakajo asked where Emergent Corporation was located. Emergent is located in Southern California.

Dr. Sporer noted that there are not many models of this type of device on the market for portable, EMS use.

Commissioner Makras asked if the device was patented. Dr. Sporer responded that the devices are patented, as were all similar devices on the market, and explained that the EMS Division looked at several machines and Emergent Corporation’s device best met the Department’s needs. Commissioner Makras asked Dr. Sporer to elaborate on the budgeting issues surrounding the device. Dr. Sporer noted that

the EMSA issued its directive that all ambulances include a CPAP devices after the Fire Department submitted its annual budget, so the Department's current budget does not include funds to purchase devices for each ambulance. Emergent agreed to donate the additional devices needed to meet the EMSA directive.

Discussion ensues with Commissioners asking questions and Dr. Sporer responding.

Commissioner Lau moved to recommend that the Board of Supervisors accept the gift and Commissioner Nakajo seconded. Commissioner Makras stated that he intended to vote against accepting the gift.

Commissioner Makras voiced his opposition to accepting a patented product, where the Department would be 'locked in' to buying supplies and parts in the future. Commissioner Makras believed more analysis of available products was warranted.

President Conroy asked Deputy City Attorney Porter to address whether there were any legal issues involved in the Department accepting CPAP devices from Emergent as a gift when the Department was also purchasing those devices from the company. Ms. Porter stated that she would research the issue and provide an answer at the next meeting.

Commissioner Lau withdrew his motion, and the Commission agreed to continue the agenda item to the next meeting. President Conroy asked the Department to provide a published price list of Emergent products at the next meeting.

President Conroy called for public comment. No one approached. President Conroy closed public comment on this agenda item.

6. CHIEF OF DEPARTMENT'S REPORT

Chief Hayes-White began by wishing everyone a Happy New Year. She noted that the revision of Department manuals was near completion and that draft manuals are currently undergoing final review. The manuals will be completed and issued

in time for study use before the H-40 Battalion Chief and H-20 Lieutenant examinations. The Chief acknowledged the dedication of all members working on the project.

The H-40 Battalion Chief test is on target for the end of March, 2008. An estimated 80 uniformed members will take that test. The H-20 Lieutenant test is planned for May of 2008. The Chief recognized Battalion Chief Vince Nolan who is working with the Exam Unit on the design and development of those two examinations.

The Chief called Deputy Chief Massetani and CFO Julia Dawson to come forward and briefly discuss the process for presenting the 2008-2009 budget to the Commission for approval.

Ms. Dawson noted the Mayoral directive to reduce the Department's budget by 3.9 million dollars. Chief Massetani presented the Commission with a handout that summarized the proposed budget. Ms. Dawson walked the Commission through certain aspects of the proposed budget as presented in the handout. She highlighted Bureau of Fire Prevention fees that may be increased next year to reflect salary increases. She noted that EMS revenues are meeting current budget projections but not projections for next year. In addition, the Department anticipates a decrease in facility rental fees next year. Also, in the proposed budget, training funds are realigned, for example rolling training funds for Prevention into the fee structure. Ms. Dawson spoke of the inefficiencies of maintaining two separate computer networks and reported that the Department is looking to purchase equipment to allow everyone to function on a single network. Background checks will be rolled into the Human Resources budget, and positions in the Communications Center will be moved into their own Index Code. Ms. Dawson noted that the proposed budget also annualized the positions of the H-3-Level 2 and 1, ensuring full time at the correct step. Ms. Dawson reported that she has been working with the Captain and Lieutenant at the Bureau of Equipment to review costs and supply usage.

- Chief Massetani discussed potential timelines for presenting the completed

proposed 2008-2009 budget to the Commission, with the objective of obtaining final Commission approval in time to submit the proposed budget to the Controller by February 21, 2008. .

President Conroy asked if the timeline was driven by the February 21 deadline. Ms. Dawson confirmed that the budget must be approved in time to submit it to the Controller by no later than February 21, 2008.

Discussion ensues with Commissioners asking questions and clarifications and Ms Dawson answering.

With input from the other Commissioners, President Conroy set the following schedule, to allow adequate time for review, discussion and corrections as needed to the budget before Commission action:

- Department to present complete budget book to the Commission at the regular meeting of January 24;
- Commission to hold a Special Meeting on January 31st, 5:30 PM, to discuss the proposed budget and give direction to Department staff;
- If necessary, Commission to hold a second Special Meeting on February 6th, 6 PM for further discuss the budget;
- Commission to discuss and possibly take action to approve the budget at the regular meeting of February 14; and
- Department to submit the approved budget to the Controller by no later than February 21.

Continuing with her report, Chief Hayes-White noted that a combined class of H-3-Level 1 and 2 will begin in February 2008. The letters are due to go out the week of January 14. Thirty applicants have been selected to participate in the Academy.

The Chief noted that staff is working with City Attorney's Office on the Firefighter's Bill of Rights Act, AB 220. She stated that the Department's

procedures already meet many of the legal requirements. The focus is on discipline procedures and personnel records. Only one set of personnel records should be kept on an employee. Currently personnel files are kept at fire stations as well as at Headquarters.

Last Friday, January 4' was the busiest day she can remember since becoming Chief. In the early morning hours, the Fireboat Guardian had to be relocated due to choppy waters. The Department's FDOC Command Center was opened at 0830. The City's Emergency Operations Center (EOC) opened at the 3-1-1 Call Center, 1 South Van Ness. Operations Centers were open and active until 6 PM.

The Chief noted she had received many calls and letters of commendation recognizing the efforts of the Task Forces deployed to Southern California during the wildfires. The Chief stated that she would like to acknowledge each member by name at the next Commission meeting.

The Chief noted that no decision has been made regarding the permit and inspection consolidation plan proposed by DBI. The Department will continue to work with DBI and the Mayor's Office but until notified otherwise, current operations remain unchanged. The Chief noted her appreciation for President Conroy's letter to the Mayor on this subject.

President Conroy noted that he had approached Fire Marshal Schultheis for background and research prior to drafting the letter. He acknowledged and appreciated her help.

Commissioner Nakajo asked the Chief to comment on what was said in public comment about running out of ambulances at 2 AM. She said that would be addressed during the Operations presentation.

President Conroy called for public comment. No one approached.

As requested by the Commission, Chief Hayes-White presented a report on the

Department's accomplishments and achievements of the past four years (2004-2008). This was a presentation requested by the Commission during the previous Commission meeting. (The presentation, summarized below, is posted on the Commission website, entitled ACCOMPLISHMENTS & ACHIEVEMENTS 2004 - 2008.)

She noted that a lot of work has been done and that a lot of work remains. The Chief recognized the value of her team and the teamwork required for these achievements and accomplishments.

OPERATIONS

The Department improved Bay Rescue capabilities by adding watercraft (Rescue Boat and jet Skis) to its arsenal. The Department also improved and enhanced interoperability and communications with other Departments and Agencies. The Chief spoke of the relationship that has developed between the Fire Department and PG&E. Once strained, it is now a good cooperative relationship. Also, the relationship with SFPD has improved greatly as the Chief and Police Chief Fong work well together.

EMS RECONFIGURATION

Basically a brand new response system was designed, refined and implemented. The Department relied heavily on response time analysis, where best to post ambulances, and call volume measurements, when peak loads and shift times were required and most beneficial. The Chief reiterated the next hiring plan for H-3 Level 1 and 2. The Department currently deploys 25 ambulances during peak demand and 12-14 during off peak hours.

ADMINISTRATION

The Chief recognized the benefit and capability of the FDOC, the Department's Operations Command Center and the personnel who are called to work there. The Department developed and implemented the Drug & Alcohol Testing program. The program actually encompasses four (4) sections: Reasonable Suspicion

Alcohol and Drug Testing; Random On-Duty Alcohol and Drug Testing; Promotional and End of Probation Alcohol and Drug Testing; and Post Accident Alcohol and Drug Testing. The Chief noted that safety was paramount to her and no one should put lives or equipment in jeopardy by coming to work under the influence. The Department developed the EMS Narcotics (Controlled Substances) accountability program and took over the project from San Francisco General Hospital, where it had resided since the days of the DPH Paramedic Division. The program has been reviewed and approved by the federal Drug Enforcement Agency and is compliant with all laws and rules governing the procurement, storage and distribution of Controlled Substances.

FINANCE

The Chief noted that Index Codes were realigned to reflect current Department organization. Budget line items are now aligned in the proper Division or Section, which leads to enhanced functionality in many areas.

Accounting and invoicing practices were streamlined, which resulted in faster processing and payment times to vendors. The Department also developed and negotiated a new EMS Billing Contract. The Department negotiated a reduction of commission fees from 7% down to 5% and improved the accounts receivable. These changes will result in an increase in overall net revenue.

HOMELAND SECURITY GRANTS

The Department has received over thirteen million dollars from federal, state and other Homeland Security sources to fund training and the purchase of equipment, as well as the salaries of personnel to support the mission.

Perm Salaries	\$ 1,781,464
Training OT	\$ 3,947,464
Equipment	\$ 7,771,438

Grand Total	(FY 04/06)	\$13,500,366
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OTHER GRANTS AND GIFTS

The Department aggressively seeks out alternative funding sources through grant applications and solicitations. The Department has realized over one million dollars in cash or cash-equivalent value (equipment and supplies) between 2004 and 2006.

2004	\$ 641,751
2005	\$ 495,311
2006	\$ 59,100
Total	\$ 1,196,162

HUMAN RESOURCES

The Department designed, developed and administered promotional and entrance exams for five employee classifications. Many of these promotional exams have not been given in nearly twenty years, others have not been offered in over ten years. The examinations administered were H-30 Captain, H-110 Marine Engineer, H-120 Fireboat Pilot, H-3 Level 2 and 1.

The Department is currently developing the H-20 Lieutenant and H-40 Battalion Chief exams. Both are projected for administration before the end of the current calendar year.

DIVISION OF TRAINING

The Treasure Island Training Facility was approved as a State Fire Marshal-certified Training Facility for Confined Space Rescue, Rescue Systems I and Rescue Systems II. These technical courses are mentally and physically demanding on participants and are complicated to administer. Each course includes forty (40) hours of instruction. To date, the Department has trained 700 members in these disciplines and is looking to train many more.

Confined Space Rescue (100 trained)

Rescue Systems I (400 trained)

Rescue Systems II (200 trained)

SUPPORT SERVICES

The Department has installed a Security Access System for Headquarters. Using a card-swipe system, the system can restrict entrance to the building, increasing security of sensitive material and information. The Department was a front-runner on the environmental front as well. The Bio-Diesel program is currently in effect in Battalion 10, which includes Engines 9, 17, 25, 42, and 44, Ladder Trucks 9 and 17, and all of the Department's dynamic ambulances. The Bio-Diesel is more eco-friendly than conventional diesel fuels and the results of the program are promising enough to suggest expansion.

The Chief reminded the Commission of a controversy regarding hydrant outlet size in San Francisco. The SFFD uses 3-inch hydrant outlets. Most other departments in the State use 2-and-one-half inch outlets. This difference means that equipment from a San Mateo fire engine would not work at a fire in the City, if they came for Mutual Aid. The Department developed Hydrant Adapter kits with contain several types of fittings that enable 2½" equipment to function with 3" equipment. To date, the Department has distributed over 100 kits to other Bay Area Mutual Aid fire departments. Hydrant Adapter Kits will also be handed out, along with maps of the City, at Staging Areas in the event of a disaster. The success of this project was obvious during deployment to the Southern California wildfires.

Interoperability was flawless between our apparatus and equipment and those of other departments.

Meals-Ready-to-Eat (MREs) are currently stocked at every fire station. There are enough MREs for every on-duty station member for a three-day period (72 hours) without resupply. The Department is looking towards stocking additional supplies for members who may be recalled to duty or who might arrive on their own in

times of disaster.

VEHICLES

The Department has improved maintenance schedules for all its vehicles, thus extending the life cycles of the apparatus and keeping them in service and reducing repair and 'shop time'. The Department, over the past four years, has procured many new vehicles, among them 10 Triple-Combination Engines, 10 Command Vehicles (Battalion and Division Chief buggies), 2 Heavy Rescue Squads, 16 Ambulances, 1 Mass Casualty Unit (MCU), 1 Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) apparatus, 1 Hazardous Materials vehicles (HazMat), a Command Van (similar to the vehicle used by the SFPD), and 2 Light Rescue Vehicles and Trailers.

Eighteen of the Department's Ladder Trucks have been certified as Light Rescue resources. Their crews are trained and the vehicles are compliant with State Minimum Equipment Levels for Light Extrication and Rescue situations, such as hauling systems, specific hand tools, and lifting and shoring equipment.

MANAGEMENT INFORMATION SERVICES (MIS)

The biggest implementation project that MIS has taken on is the ePCR, which is the electronic version of the current paper report that paramedics and EMTs complete during EMS calls. The system uses a laptop-like device and can send data directly to a computer for analysis of clinical care by our personnel. The Department upgraded the PeopleSoft computer program, which allows for tracking of training, certificates and licenses for all employees.

The Department's Website was also a huge success of the past four years. The Chief is very proud of the work that has been done. MIS staff enhanced the website's functionality, included new graphics and links.

HEALTH & WELLNESS

The Fire Commission selected a new Department Physician. The process is nearly complete for a new Doctor to be brought on board. The Department will be looking to that individual to implement the Health and Wellness Program. In addition, the Department partnered with UCSF Medical Center and retired Captain Tony Stefani in establishing the Bladder Cancer Screening program. To date, over 1,000 active members have been screened, as have nearly 200 retired members. The testing detects early signs of bladder cancer, a variation of the disease that can be high among members of the fire service. The Department has also worked to expand the Mask-fit and Respiratory Protection programs. Firefighters work in dangerous environments, where contaminated and super-heated air is common. By ensuring proper equipment and proper fit, members are better protected from breathing waste, byproducts and carcinogens of fire.

COMMUNITY

The Department's H-1 Paramedics are active in the Asthma Outreach and Open Airways programs. Paramedics teach classes in schools to children with asthma. The children learn to control their breathing and to stop an attack before it gets to a danger point. The Chief reported the School District has noted a reduction in absentee days due to asthma issues, thanks to this program.

The Homeless Outreach and Medical Emergency (H.O.M.E.) Team works with frequent users of the City's emergency medical services (911 and emergency rooms) to connect them with social services and ongoing medical care in a clinic setting. The Senior Home Safety Program is a project that was grant funded and has since sunsetting, but one that was highly successful. Members of the Department inspected fire alarms, ensured clear exits paths and generally reviewed fire safety and emergency exit strategy with members of the senior and elder population. The Department received many compliments and letters of thanks regarding this program.

The Combined Charities program has increased and improved over the years. In 2004, the Department's participation was \$5,000. In 2008, it will be nearly \$51,000. It's a great way to give to the community.

NERT

The Department's Neighborhood Emergency Response Team (NERT) program is a model for other cities across the nation. Established following the earthquake of 1989, NERT trains members of the public in basic first aid, light rescue, movement of the injured and fire suppression activities, to enable citizens to effectively maintain until emergency services personnel can be dispatched. In a wide-scale disaster, resources will be taxed to the limit and NERT works to prepare the public to be self-sufficient for at least 72 hours following a disaster.

The NERT program has trained greater numbers of residents each year. In FY 03/04, the Department trained 535 people. In FY 04/05, we trained 1,068 and in FY 05/06, 2,197 volunteers were trained as NERT members.

QUALITY IMPROVEMENT

The Bureau of Planning & Research was created to apply mathematical modeling to dynamic resource systems, in other words, to analyze the Department's response system using mathematical models and real-time data, not anecdotes. The Bureau has been a key player in the EMS Reconfiguration by analyzing and recommending posting locations and Peak Period staffing, and determining possible response times and reporting.

The Department also reviewed and audited its programs and practices relating to use, maintenance, repair, replacement of SCBAs, compressors and facilities, buildings and sites.

The Chief concluded her presentation by stating that she appreciates being asked to present this material and noting that the Department has made a lot of progress in the past 4 years. The time has flown by and the Department has a bright future

with a lot of work ahead.

President Conroy thanked the Chief for the presentation, adding that he has witnessed these positive developments in the Department over the past four years. . Commissioner Nakajo stated it was important to see 2004 – 2008 in perspective. There have been four different Chiefs during his 13 years on the Commission and Chief Hayes-White has been in place the longest of them all. Commissioner Lau echoed his appreciation for the presentation. He was very enthusiastic, crediting the Chief and her staff on their achievements. Commissioner Makras added his congratulations to those of the other Commissioners.

Chief Hayes-White called Deputy Chief Kochevar forward to present the Operations Report.

OPERATIONS REPORT

Deputy Chief Kochevar reported on operations activities December 11, 2007 – January 8, 2008.

No greater alarm fires occurred during this reporting period. A single alarm fire on December 11, 2007 on Saint Elmo Way near Monterey Blvd. in the Monterey Heights area of the city resulted in one fatality.

A fire at 1133 Mission Street, a three-story brick building, occurred on December 18. When indicators of building fatigue appeared, tactics changed from an offensive to defensive operation. Initial crews made an aggressive interior attack and knocked down heavy fire but were faced with the challenge of fire advancing within the attic space well above the reach of conventional tools used for breaching. After attempts to reach the ceiling from the main second floor ballroom were unsuccessful and discussing safety and risk assessment of continued interior firefighting with other Chiefs, the Incident Commander evacuated the building and set up for exterior attack with master streams. Although the fire was contained by the afternoon of December 18, a fire watch was posted until noon of the following day to watch for hot spots and any flare up. The building is currently in the final

process of demolition.

The Department participated in the citywide New Year's Eve Event by providing resources at the citywide Command Post (CP) at pier 96, the Embarcadero CP and passing coverage at the Broadway CP. Additionally three teams of Fire Inspectors responded to various districts of the city for public assembly inspections. The Fireboat Phoenix and Department Rescue Boat were on the bay for fireworks and bay rescue support. EMS call volume increased after midnight.

A large pacific storm hit the Bay Area on Friday January 4, 2008. Meetings were conducted prior to the storm to prepare for the possible effects. Station fuel tanks were topped off, station emergency generators were double checked and additional supplies, such as blankets and heat packs, were distributed to various areas of the City in preparation. The storm caused numerous downed wires, uprooted trees and other hazardous conditions that challenged Department resources. The Department Operations Center was activated on Friday morning and monitored the situation. Department representatives were dispatched to the City Emergency Operations Center for overall Citywide monitoring. During the height of the storm, the 10-1 Modified Assignment was activated to limit the resources initially dispatched to emergency calls. Storm activities and calls subsided Friday afternoon to a more normal volume.

Company Based Modular Training Module 1 & 2 commenced on January 7, 2007 at the Treasure Island Training Facility and will continue through February 19, 2008. Module 1 is Hazardous Materials/Confined Space Review and Module 2 is Pediatric Emergencies.

Tri-annual Inspections will be conducted for suppression units during the month of January 2008. The Division Chiefs will inspect personnel, stations and apparatus.

The online Harassment Training course "Preventing Workplace Harassment" was required for all Department supervisors to be completed by January 2008. Interactive scenarios highlighted not only sexual harassment but all types of unlawful harassment in the workplace, including race, national origin and religion.

On December 7, 2007, M-99 Paramedics Larry Bradshaw and Jeanie Duncan witnessed a shooting involving a high powered rifle at 8th St and Market. They reported the shooting to the Communications Center, requested assistance and rendered lifesaving aid to the victim in an unsecured dangerous environment while the three assailants were resisting arrest. Engine 36 and Battalion 2 responded to assist.

EMS

On December 25, 2007 M-19, E-19, RC-4, and EMS-2 responded to the Zoo for the attack of a tiger that had gotten out of its confinement area. One patient was found deceased and two patients were transported to the Trauma Center at SFGH by M-19. Additional units remained on scene supporting the SFPD until resolution of the incident.

Fire Prevention

The new Building and Fire codes went into effect on January 1, 2008.

Revenues are steadily improving, and we hope that trend will continue.

BFP members are representing the SFFD in three task force workgroups established by the California State Fire Marshal's office. Their topics are:

- Solar Panel Installations-Fire Dept. Concerns
- 2. Telecommunications Facilities-Compliance Issues
- 3. Disabled Access Concerns.

On New Year's Eve, the BFP had 3 roving teams of 2 inspectors each, to verify that nightclubs were operating safely. Inspection of public assemblies on New Year's Eve by BFP inspectors resulted in no citations being issued

The BFP recently hired a new Fire Protection Engineer, Mr. Jose Albano, a previous employee of the San Jose Fire Department.

Special Operations

During this reporting period, Special Operations has responded to, participated in and/or attended the fire on Mission Street and several incidents during the storms including a victim trapped under Muni LRV on West Portal, a scaffolding collapse on Market St. on January 4th, a crane in water at Pier 70 with 1 worker transported for evaluation, staffed the fire branch at the Embarcadero Command Post during the New Year's Eve event and assisted in FDOC on Friday January 4 during storm

Special Operations also met with representatives from L.N. Curtis and Son's, PG&E and Bullard regarding additional Thermal Imagers that will be purchased from PG&E for Trucks and met with Cahill construction regarding rescue operations at building construction sites.

PERSONNEL REPORTS

a. Physician's Report

Submitting biweekly report of Fire Department Physician concerning disability injuries December 13, 2007 through January 4, 2008

b. Employee Actions

Reporting that the following employees have passed probation:

H3 Level 2 Paramedic

<i>Name</i>	<i>Effective Date</i>
Jardine, Ashley S.	December 11, 2007

1041 IS Engineer Assistant

<i>Name</i>	<i>Effective Date</i>
Entwistle, Derek J.	November 9, 2007

Suspension

Reporting the following suspension:

<i>No./Rank of Members</i>	<i>Days Suspended</i>	<i>Dates</i>	<i>Violation of</i>
--------------------------------	---------------------------	--------------	---------------------

1 H2
Firefighter

6

9/11/07 Sec. 1502 - Valid
through Operator's
9/18/07 License
Sec. 3905 –
Unfamiliarity
with Rules
Sec. 3923 -
Disobedience

Resignation

Reporting the resignation of Permanent H-3 Level 1 EMT Michael D Huges, effective December 12, 2007.

Leaves of Absence

Reporting leave of absence with pay for six members to attend the International Association of Firefighters (IAFF) Human Relations Conference to be held in New Orleans, LA, January 19 – 23, 2008.

Name	Rank	Assignment	Dates for Approved Leave
Robert Arzave	H-2 Firefighter	Engine 2	January 21, 2008 – 1 day (24 hours)
Dan Gracia	H-2 Firefighter	Rescue Squad 1	January 23, 2008 – 1 day (24 hours)
John Hanley	H-30 Captain	Engine 6	January 21, 2008 – 1 day (24 hours)
Karen Heald	H-20 Lieutenant	Engine 29	January 20, 2008 January 23, 2008 – 2 days (48 hours)
Kinnie Jamerson	H-2 Firefighter	Engine 25	January 20, 2008 January 23, 2008 – 2 days (48 hours)

Joel Soto	H-2 Firefighter	Engine 7	January 20, 2008 – 1 day (24 hours)
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Reporting leave of absence with pay for three members to attend the International Association of Firefighters (IAFF) Affiliate Leadership Training Conference to be held in New Orleans, LA, January 23 – 25, 2008.

Name	Rank	Assignment	Dates for Approved Leave
John Hanley	H-30 Captain	Engine 6	January 24, 2008 – 1 day (24 hours)
Tom Johannessen	H-2 Firefighter	Engine 21	January 24, 2008 – 1 day (24 hours)
Floyd Rollins	H-2 Firefighter	Engine 7	January 23, 2008 – 1 days (24 hours)

Per the Memorandum of Understanding Side Letter between the City and County of San Francisco and the San Francisco Fire Fighters Local 798, the Department has approved the request for these members to attend the Human Relations Conference and IAFF Leadership Training Conference. The Department will not incur any travel related costs for these members to attend the Conferences. These members will be backfilled for the above listed days.

Submitting requests for leaves of absence with pay for the time period from February 2007 through May 2008.

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
15	H2 Firefighter	296
4	H3 Firefighter/Paramedic	30
1	H20 Lieutenant	6
	Total Number of Days with Pay	332

Submitting requests for intermittent leaves with pay for the time period from November 2007 through February 2009 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Dates of Leave</i>
1	H2 Firefighter	Nov 14, 2007– Nov 14, 2008
1	H2 Firefighter	Nov 29, 2007– Nov 29, 2008
1	H2 Firefighter	Nov 12, 2007– Nov 12, 2008
1	H2 Firefighter	Feb 22, 2008 – Feb 22, 2009
1	H2 Firefighter	Feb 1, 2007 – Feb 1, 2008
1	H2 Firefighter	Dec 17, 2007– Dec 17, 2008
1	H2 Firefighter	Dec 26, 2007– Dec 26, 2008
1	H3 Firefighter/Paramedic	Jan 1, 2008 – Jan 1, 2009
1	H10 Incident Support Specialist	Nov 12, 2007– Nov 12, 2008

Submitting requests for leaves of absence without pay for September 2006 through June 2008:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
2	H2 Firefighter	588
1	H3 Firefighter/Paramedic	54
	Total number of Days w/o Pay	642

Retirements

Correction to Retirement Information from September 13, 2007 Agenda

Member	Rank	Years	Type	Retirement Date
Stark, Richard V	A/Lieutenant	30	Service	Aug 8, 2007

- **ADJOURNMENT**

President Conroy adjourned the meeting at 8:45 PM.

Fire Commission

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January 24, 2008 (Special 4:30 PM)

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Fire Commission Special Meeting

Thursday, January 24, 2008, 4:30 p.m.

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AGENDA

Item No.

1. ROLL CALL

President	Paul A. Conroy
Vice President	George Lau
Commissioner	Stephen A. Nakajo
Commissioner	Victor Makras

2. FIRE COMMISSION SECRETARY POSITION *[Discussion and Possible Action]*

Discussion and possible action regarding all matters pertaining to staffing the Fire Commission Secretary position, including but not limited to job duties and responsibilities, classification, compensation, recruitment procedures, and the possible impact of those matters on other

budgeted positions within the Department.

3. ADJOURNMENT

Time _____

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, January 24, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	Paul A. Conroy
Vice President	George Lau
Commissioner	Stephen A. Nakajo
Commissioner	Victor Makras

Chief of Department	Joanne Hayes-White
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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. PRESENTATION OF PROCLAMATION CERTIFICATES *[Presentation]*

Presentation to members of Strike Team SIRAGUSA and Strike Team CARDINALE. Assistant Deputy Chief Tom Siragusa and Division Chief Frank Cardinale led members of the San Francisco Fire Department to fight the 2007 Southern California wildfires as part of the State's Mutual Aid effort. San Francisco Mayor Gavin Newsom and California State Senator Carole Migden drafted proclamations for award to members of the San Francisco Fire Department who participated in the Southern California wildfires.

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OES STRIKE TEAM -- SOUTHERN CALIFORNIA 2007

Deployed 10/21/07

STL - Cardinale, Frank (AC)	
Trainee - Franklin, Dave (BC)	
OFF	Stewart, Greg (Lt.)
FF	Harrell, Jason
PM/FF	Johansen, Ron
FF	Bautista, Jesse
OFF	Hale, Rex (Capt.)
FF	Yee, Ricky
PM/FF	Giacalone, Steve
FF	Maliga, Laverne
OFF	Durkee, Don (Lt.)
FF	Krieger, Aisha
PM/FF	Ruiz, Art
FF	Quant, Lorge
OFF	Frommoethelydo, Clyde (Lt.)
FF	Finnegan, Steve
PM/FF	Bonetti, Sean
FF	Macias, Mark
OFF	Wing, Chan (Lt.)
FF	Dito, Derio
PM/FF	Hardiman, Charles
FF	Simmons, Jason

OES STRIKE TEAM -- SOUTHERN CALIFORNIA 2007
Deployed 10/22/07

STL - Siragusa, Tom (ADC)	
Trainee - Rubenstein, Bryan (Capt.)	
OFF	Danner, John (Lt.)
FF	Barron, Greg
PM/FF	Vanderree, Tom
FF	Rollins, Floyd
OFF	Bryant, Mike (Capt.)
FF	Ferry, Mike
FF	Nacua, Kaeo
PM/FF	Peters, Daniel
OFF	Pruyn, Ron (Capt.)
FF	Altenberg, Gary
PM/FF	Miller, Garreth
FF	Wakefield, Jana

4. APPROVAL OF THE MINUTES [Action]

Discussion and possible action to approve the minutes of the Regular Meetings of November 8, 2007, December 13, 2007, and January 10, 2008, and the Special Meetings of July 12 (4PM), November 14 (5:30PM), 2007, November 20 (2:00 PM) and November 20, 2007 (4:00 PM).

5. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(January 3, 2008 through January 18, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From Ray Connors, requesting information on Fire Commission Minutes. Copy: Commissioners.
2. From John Banks, commenting on the provision of City Services. Copy: Commissioners.

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Gerald Shannon, Retired SFFD, commending Paramedic/Firefighter David Zwyer, on his care of and attention to a member of the community. Copy: Commissioners.
2. From David Kessell, Vice President, Business Continuity Management, Charles Schwab, commending and thanking Assistant Deputy Chief Robert Navarro for his support and guidance during Schwab's December 12, 2007 Disaster Exercise. Copy: Commissioners.

6. Election of Officers of the Fire Commission [Action]

Nomination and election for the office of President and Vice President of the Commission.

7. GIFT OF 15 PORTO2VENT MACHINES TO THE FIRE DEPARTMENT [Discussion and Possible Action] (continued from regular meeting of January 10, 2008)

Discussion and possible action to recommend that the Board of Supervisors accept a gift to the Fire Department from Emergent Technologies Corporation of fifteen PortO₂ Vent machines. Emergent Technologies develops and markets durable medical equipment for hospital and EMS use. The PortO₂ Vent machines assist patients experiencing respiratory distress. The gift is valued at \$19,050.00.

8. LEAVE OF ABSENCE [Action]

Submitting request for leave of absence with pay by Chief of Department for three days, February 11 through February 13, 2008, to attend the Federal Emergency Management Agency's National Advisory Council meeting in Washington, D.C. All travel related costs will be paid by FEMA. No Fire Department funds will be used for this trip.

9. Department 2008/2009 Budget [Discussion]

Presentation on the Department's 2008/2009 proposed budget submission.

10. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM ADMINISTRATION

Report on the FY 2008-09 Budget, Administrative Divisions, and Fleet and Facility status.

PERSONNEL REPORTS

a. Physician's Report

Submitting biweekly report of Fire Department Physician concerning disability injuries January 5, 2008 through January 18, 2008

b. Employee Actions

Reporting the following PERMANENT PROBATIONARY appointment effective December 28, 2007:

H3 Firefighter Paramedic

Richard Gering (vice: Matthew Reimer resigned)

Reporting the following PERMANENT PROBATIONARY appointment effective January 7, 2008:

5215 Fire Protection Engineer

Jose L. Albano (vice: ASO Authorized)

Reporting that the following employee has passed probation:

H2 Firefighter

Name

Soto, Joel S.

Effective Date

October 10, 2007

Correction to Leaves of Absence

On January 10, 2008 Agenda, Chief of Department reported leave of absence with pay for six members to attend the International Association of Firefighters (IAFF) Human Relations Conference to be held in New Orleans, LA, January 19 – 23, 2008. One of the members, Firefighter Kinnie Jamerson, is not available to attend the conference. H-10 Incident Support Specialist Adrienne Sims will replace Firefighter Jamerson on the roster.

Name	Rank	Assignment	Dates for Approved Leave	Status
Kinnie Jamerson	H-2 Firefighter	Engine 25	January 20, 2008 January 23, 2008 – 2 days (48 hours)	Cancelled
Adrienne Sims	H-10 Incident Support Specialist	VR10	January 20, 2008 January 23, 2008 – 2 days (48 hours)	Active

Retirements

Communication received from Retirement Board indicating the following member has retired:

	<i>Name</i>	<i>Rank</i>	<i>Years of Service</i>	<i>Type</i>	<i>Retirement Date</i>
	Tania Bauer	0922	8.5	Service	December 29, 2007

Separations

Reporting resignation of permanent H3 Level 1 EMT Ryan C. Needham, effective December 2, 2007.

Submitting requests for leaves of absence with pay for the time period from September, 2007 through October, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
5	H2 Firefighter	46
3	H3 Paramedic	75
1	H20 Lieutenant	10
1	H30 Captain	172
Total Number of Days with Pay		303

Submitting requests for intermittent leaves with pay for the time period from October, 2007 through March, 2009 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Dates of Leave</i>
1	H2 Firefighter	Oct 10, 2007 – Oct 9, 2008
1	H2 Firefighter	Mar 1, 2008 – Mar 1, 2009
1	H3 Paramedic	May 20, 2008– Feb 27, 2009
1	H3 Firefighter/Paramedic	Jan 16, 2008 – Jan 16, 2009
1	H20 Lieutenant	Jan 5, 2008 – Nov 6, 2008

Submitting requests for leaves of absence without pay for October, 2007 through December, 2007 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	7388 Utility Plumber	39
Total number of Days w/o Pay		39

11. ADJOURNMENT

Fire Commission

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January 24, 2008 (Regular Meeting 6:00 PM)

Minutes of the FIRE COMMISSION REGULAR MEETING

Thursday, January 24, 2008, 6:00 p.m.

698 Second Street, Room 102, San Francisco, California,
94107

The meeting was called to order by President Conroy at 6:00 PM

1. On ROLL CALL, the following were present:

President	Paul A. Conroy	present
Vice President	George Lau	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Victor Makras	present

Joanne Hayes-White

Richard Kochevar

Gary Massetani

Chief of Department

Deputy Chief, Operations

Deputy Chief – Administration

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Assistant Deputy Chiefs

Patrick Casserly

Peter Howes

Tom Siragusa

Robert Navarro

Barbara Schultheis

Division of Airports

Division of Emergency Medical Services

Division of Training

Division of Homeland Security

Fire Prevention & Investigation

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Lorrie Kalos

Division of Support Services

Assistant Chiefs

Johnny Lo

Division 2

Audrey Lee

Division 3

Staff

Karl Sporer, M.D.

SFFD EMS Medical Director

Sebastian Wong

Section Chief, EMS Operations

Julia Dawson

Chief Financial Officer

Commissioner Conroy called for public comment. No one approached. Commissioner Conroy closed general public comment.

PRESENTATION OF PROCLAMATION CERTIFICATES

State Senator Carole Migden and Mayor Gavin Newsom drafted letters and a Proclamation for the members of San Francisco Fire Department Strike Teams that went to fight the Southern California wildfires in October of 2007. Assistant Deputy Chief Tom Siragusa spoke about the California Fire Mutual Aid system and how engines and strike teams from all over California went to the aid of fellow Department's in Southern California.

Chief Siragusa noted that California is broken up into six fire mutual aid regions. San Francisco is in region 2, which runs from Monterey County up to Del Norte County. The significant events that took place in October of 2007 affected Region 6 and Region 1 significantly.

Chief Siragusa explained the Santa Ana conditions that hampered firefighters' efforts and fueled the blaze. A high pressure system sets up over the Great Basin; low pressure is off the coast of California. Air moves from a high to a low. As it moves over the Tehachapi Mountains it picks up speed and compresses and dries out significantly. The combination of high temperatures, high winds, and extremely low humidity set up the Santa Ana conditions that occurred.

Chief Siragusa explained that a Strike Team is made up of five fire engines, same types of apparatus and a common communications link between them.

Both San Francisco Strike Teams, one led by Chief Siragusa, the other led by Assistant Chief Frank Cardinale were assigned to the Ranch fire, which is right at the bottom of the grapevine. The Ranch fire was in the town of Santa Clarita. Our members were responsible for structured

protection in a town west of there called Fillmore.

That was Monday, Tuesday and into Wednesday. On Wednesday, Chief Cardinale's strike team was assigned from the Ranch fire to the Witch Fire, and Chief Siragusa's team was assigned to the Harris Fire, which was at the border of California and Mexico.

Chief Siragusa showed a slideshow with pictures from Southern California. He spoke at length in admiration of the members of his and Chief Cardinale's Strike Teams; their dedication, their professionalism and their pride in their appearance, equipment and work.

Chief Hayes-White called up both Strike Team leaders, Tom Siragusa and Frank Cardinale to help her present the proclamations and letters of recognition.

Members who comprised the two San Francisco Fire Department Strike Teams were:

OES STRIKE TEAM -- SOUTHERN CALIFORNIA 2007

Deployed 10/21/07

STL - Cardinale, Frank (AC)	
Trainee - Franklin, Dave (BC)	
OFF	Stewart, Greg (Lt.)
FF	Harrell, Jason
PM/FF	Johansen, Ron

FF	Bautista, Jesse
OFF	Hale, Rex (Capt.)
FF	Yee, Ricky
PM/FF	Giacalone, Steve
FF	Maliga, Laverne
OFF	Durkee, Don (Lt.)
FF	Krieger, Aisha
PM/FF	Ruiz, Art
FF	Quant, Lorge
OFF	Frommoethelydo, Clyde (Lt.)
FF	Finnegan, Steve
PM/FF	Bonetti, Sean
FF	Macias, Mark
OFF	Wing, Chan (Lt.)
FF	Dito, Derio
PM/FF	Hardiman, Charles
FF	Simmons, Jason

OES STRIKE TEAM -- SOUTHERN CALIFORNIA 2007

Deployed 10/22/07

STL - Siragusa, Tom (ADC)
Trainee - Rubenstein, Bryan (Capt.)

OFF	Danner, John (Lt.)
FF	Barron, Greg
PM/FF	Vanderree, Tom
FF	Rollins, Floyd
OFF	Bryant, Mike (Capt.)
FF	Ferry, Mike
FF	Nacua, Kaeo
PM/FF	Peters, Daniel
OFF	Pruyn, Ron (Capt.)
FF	Altenberg, Gary
PM/FF	Miller, Garreth
FF	Wakefield, Jana

Commissioners Conroy and Nakajo spoke about the importance of the ceremony and the importance of having family members in the audience to see this ceremony.

Commissioner Conroy called for public comment. No one approached. Commissioner Conroy closed public comment on this agenda item.

APPROVAL OF THE MINUTES

There were seven sets of minutes for approval (Regular Meetings of November 8, 2007, December 13, 2007, and January 10, 2008, and the Special Meetings of July 12 (4PM), November 14 (5:30PM), 2007, November 20 (2:00 PM) and November 20, 2007 (4:00 PM)).

Commissioner Conroy asked for corrections or changes and Commissioner Makras had two.

Commissioner Makras noted on the January 10 minutes, during the meeting he had voiced opposition to a gift, the minutes reflect only a limited reason for his opposition, basically regarding patent products. His opposition was wider than that and included the manner in which the gift was brought to the Department.

Commissioner Makras' comments were during negotiations of acquisition. It was not a standard gift where someone calls up and says "here's a gift; I'd like to be kind to the fire department".

The second change was regarding the special meeting of November 20 at 2:00 PM. The minutes show Commissioner Makras as 'excused'. His late arrival was due to a clerical error and he was not notified of the 2 PM meeting. In effect, he arrived late and was indeed present at the meeting.

Commissioner Lau pointed out a typo on the dates of one of the Meetings.

Commissioner Conroy asked for a motion to accept the minutes. Commissioner Makras moved, Commissioner Lau seconded. All were in favor. There were no Nays.

COMMUNICATIONS RECEIVED BY COMMISSION

Commissioner Conroy called for public comment. No one approached. Commissioner Conroy closed public comment. He then asked for comments from the Commissioners.

Commissioner Nakajo did not have a comment but asked the The Chief speak to a letter from Lower Polk Neighbors regarding siren noise during her report.

ELECTION OF OFFICERS OF THE FIRE COMMISSION

President Conroy thanked his fellow Commissioners who gave him the opportunity and honor of serving as President of the Commission. He expressed his appreciation for having worked with the Commissioners. He thanked the Chief of Department and her command staff for the cooperative relationship that he enjoyed with them.

He then nominated and moved to be elected as president, Commissioner George Lau.

Commissioner Conroy spoke highly of Commissioner Lau and noted that he would make a fine President. Commissioner Conroy made the motion to nominate Commissioner Lau.

Commissioner Makras seconded. All were in favor. There were no Nays.

No one approached for public comment.

President Lau accepted the nomination, the position and the gavel with gratitude to the Commission. He acknowledged he had big shoes to fill and congratulated Commissioner Conroy on a job well done. He then called for nominations for Vice President.

Commissioner Nakajo nominated Commissioner Makras as Vice President. He spoke highly of Commissioner Makras and stated that he would be honored if the commission would accept the nomination of Victor Makras for vice president.

Commissioner Conroy seconded. All were in favor. There were no Nays.

The commissioners moved to their respective new positions on the Commission Bench and President Lau called for the next agenda item.

GIFT OF 15 PORTO2VENT MACHINES TO THE FIRE DEPARTMENT (continued from January 10th)

DCA Porter noted one of the issues that was raised during the last meeting had to do with whether there would be any legal ethical problems in accepting this gift, given the fact that the department was at the same time making a purchase from the same company.

Based on the facts as we understand them and review by the Ethics Team, it does not appear that there is any legal prohibition on accepting this gift from the company.

Doctor Karl Sporer approached with a sample device and spoke of its uses and the differences between three machines currently on the market for field use.

Commissioner Makras stated that he supports the device. He questioned the company's published rates and asked if this is what every other city and county has paid for the product.

President Lau called for public comment. No one approached. Commissioner Lau closed public comment and called for a motion. Commissioner Conroy moved that the Board of Supervisors be urged to accept the gift. Commissioner Nakajo seconded.

Commissioner Makras opposed the motion. Commissioner Lau noted the motion is approved on a 3-to-1 vote.

LEAVE OF ABSENCE

Chief Hayes-White stated that she was part of FEMA's national advisory council. As such, she was due to attend meetings of the Council. This will be the second meeting of the Council, which is focusing on streamlining communications at the federal, state, and local levels in terms of response to a major disaster or catastrophe.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Conroy moved to approve The Chief's leave. Commissioner Makras seconded. All were in favor. There were no Nays. Commissioner Lau wished The Chief a safe trip.

DEPARTMENT 2008/2009 BUDGET

The Chief acknowledged Gigi Whitley, analyst from The Mayor's office, who was visiting in the gallery. Chief Hayes-White then called Deputy Chief Massetani and CFO Julia Dawson forward.

CFO Dawson and DC Massetani did not review the details of the Department's proposed budget, noting that it was still under construction and that final versions of the document would be delivered on Friday to the commissioners.

Chief Hayes-White confirmed the two Special Meeting dates of January 31, 2008 at 5:30 PM and February 6, 2008 at 6 PM.

Conversation ensued between the Commissioners and staff, with Commissioners asking questions and DC Massetani and CFO Dawson answering.

Commissioner Makras asked for a Position Control Report. Chief Massetani stated it would be provided.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

CHIEF OF DEPARTMENT'S REPORT

The Chief commented on Commissioner Conroy and the fine work he has done for the Commission and for the Department during his tenure as a Commissioner and as the President.

She also conveyed congratulations to President Lau and Vice President Makras. She also recognized Commissioner Nakajo on his long term participation and on his birthday.

The Chief spoke of the Manual Revision project. She noted that original estimates had to be revised regarding project completion but that she anticipates delivery by early February.

The Chief went before the Civil Service Commission and proposed for their review and approval -- which was

received unanimously -- secondary criteria for the upcoming H40 Battalion Chief and H20 Lieutenant test.

There are four components to secondary criteria; fire department experience, which includes the length and variety of experience; education and training; completion of state fire marshal courses or equivalent and the disciplinary record.

The Battalion Chief's test is anticipated to be given in March of 2008.

The Chief noted forward movement in hiring a blended class of 31 H-3-Level IIs and Is. She already selected the candidates. Letters have gone out and physicals and background checks are being scheduled.

The Chief spoke of the Lower Polk Neighborhood and noted that she, along with DC Kochevar, ADC Howes and AC Jim Barden will be going to the meeting at the First Congregational Church, 1323 Polk Street, on Tuesday, February 5 at 6:30 PM.

Concerns are primarily the frequency and the use of sirens. The difficulty is that Polk Street is one of the busiest corridors in the city, and the concern is with new housing units going up in that area, that siren use will only become more increased.

The Chief recognized June Waechler and Firefighter/Paramedic Natalie Levchenko for their efforts in pursuing grants for the betterment of the Department. The Department has received notice that it will be awarded a \$1.4 million grant for the Health and Wellness program. The federal contribution will be \$1.1 million and the Department will match \$294,000 in like funds.

The grant funds will allow for annual physicals and health checks for members, the purchase and installation of fitness and exercise equipment in all of the fire stations as well as 25 firefighters to be trained as Peer Fitness Trainers.

Discussion ensued with Commissioners asking questions and DC Massetani answering.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

DC Massetani continued his report of monthly Administration activities, as well as a Fleet and Facilities update.

Station 6 boiler has been replaced. Station 38 is next on the list for replacement. Following that, Station 15's boiler will be replaced.

DC Massetani noted that the Department has been getting between 35 and 40 years of service out of current boilers.

DC Massetani noted no real contract for repair of City-owned roofs. DPW does not have in-house service to provide roof repairs. There are currently nine stations that are experiencing some form of leaks; some of them are more severe than others. The Department is working with DPW to establish a roof maintenance and repair contract.

The geotechnical evaluation has been completed for the slab apparatus floor at Fire Station 1. Studies have been done on the existing steel, and the Department expects

recommendations for the structural repair by next week.

A commercial, industrial-strength dishwasher has been installed in Station 1, at a cost of approximately \$6,000. The dishwasher turns out a clean product within two minutes and has a warranty of five years.

Station 1 is being used as a field test. If the dishwasher works out, some of the larger stations, Station 7 for example, will receive similar machines in the near future.

The Department has 42 front line engines and 10 reserve engines that are ready to go. There are also six engines that are in the process of bid. Delivery date for those is one year from contract date.

The Department has 19 frontline aerial trucks and four aerial trucks in reserve. There are three aerial trucks on spec, with bids awarded to vendors by next week with a 12 month delivery time.

There are two frontline Heavy Rescue vehicles, with one reserve squad, and both of those vehicles are two to three years old each, and are running very well.

There are 11 frontline Battalion Chief vehicles, 10 of the new F150 command trucks with the camp shell on the back, and one Expedition SUV that goes to Division 3.

There are four frontline Paramedic Captain vehicles; Ford Expeditions.

There are 46 frontline ambulances, with four new vehicles coming from Wheeled Coach Ambulances. Projected delivery is in May of this year.

Overall the fleet of Fire Prevention vehicles is operationally sound and the Department is looking to purchase some hybrid vehicles for that unit this next year.

The Department is moving ahead with a request of six engines, three aerial trucks, two additional rescue captain vehicles, four ambulances, and four work trucks for the AWSS.

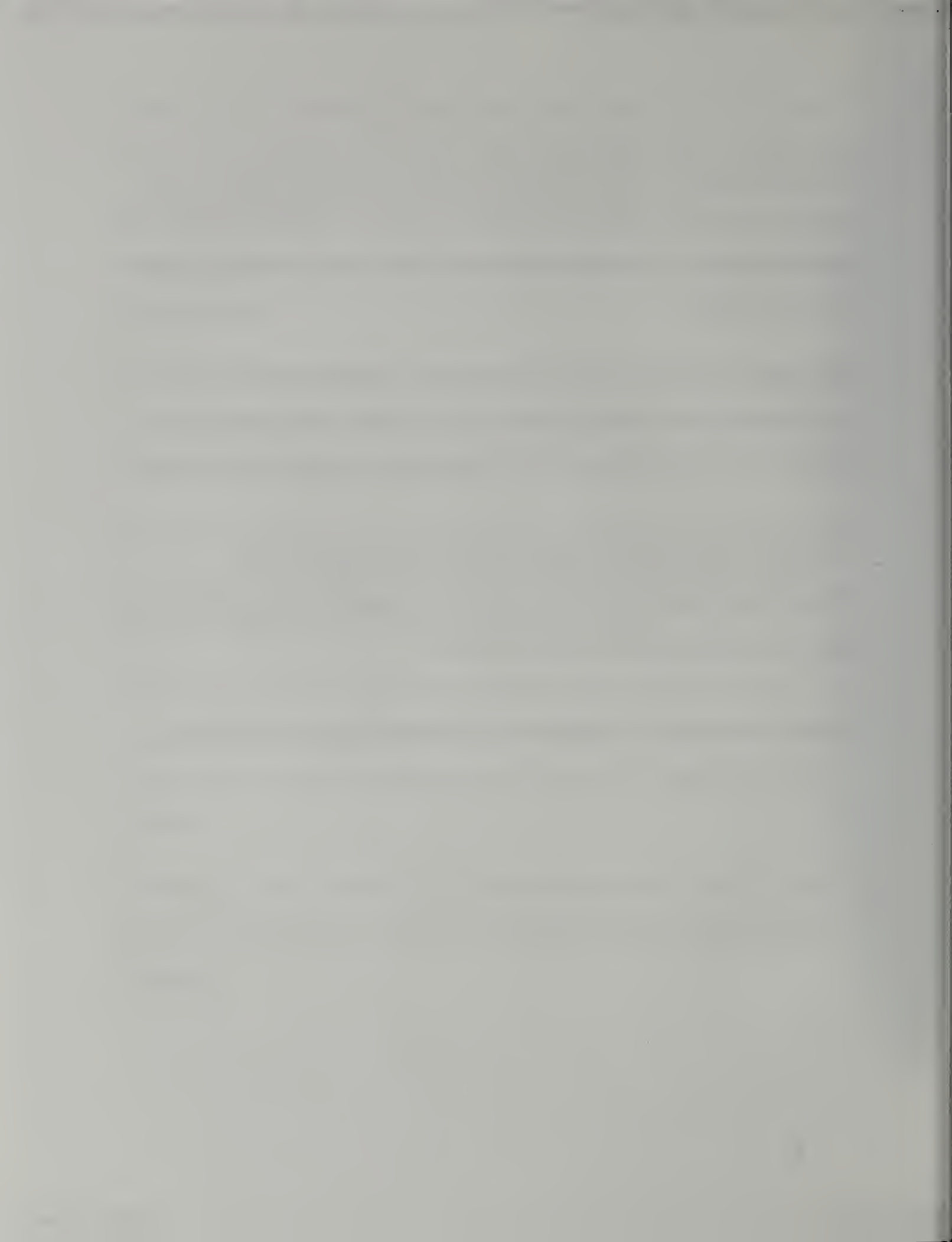
Although not a vehicle, the Department will also be seeking the purchase of two HURST complete kits for the Rescue Squads.

Commissioner Conroy asked about a supplemental to the budget from the Mayor's Office to use in facility repair and maintenance. DC Massetani stated the Department could look into that.

Discussion ensues over the current condition of the fire houses and possible repairs and funds for maintenance. Commissioners ask and DC Massetani answers questions.

A further discussion ensues over marketing of the Department, sponsoring engines or stations, the sale of apparel such as shirts and ballcaps.

Commissioner Lau adjourned the meeting at 9:30 PM



Fire Commission

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January 28, 2008 (Special Meeting)

FIRE COMMISSION SPECIAL MEETING

Monday, January 28, 2008 - 5:30 PM

698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

Commissioner George Lau, Hearing Officer

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2. CASE NO. 07-10: HEARING ON EMPLOYEE SUSPENSION APPEAL *[Action Item]*

Hearing on employee suspension appeal in accordance with Section 4001 of the Rules and Regulations, Paramedic Veronica Riddick, has appealed her 2-day suspension for the period November 14/15, 2007. Paramedic Riddick is charged with violation of the Rules and Regulations as follows:

- SFFD Vehicle Operations Manual – Vehicle Operations Practices, Right of Way

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2, including anything pertaining to the complaint and whether to hold the hearing in closed session

B. Decision by Hearing Officer on whether to hold the hearing in closed session

C. Hearing on complaint (in open or closed session per the Hearing Officer's decision)

D. If closed session is held, reconvene in open session

3. ADJOURNMENT

Fire Commission

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January 30, 2008 (Special Meeting)

FIRE COMMISSION SPECIAL MEETING

Wednesday, January 30, 2008 - 5:30 PM

698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

Commissioner Paul Conroy, Hearing Officer

GOVERNMENT
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2. CASE NO. 07-09: HEARING ON EMPLOYEE SUSPENSION APPEAL *[Action Item]*

Hearing on employee suspension appeal in accordance with Section 4001 of the Rules and Regulations, Firefighter Anthony Bendik, has appealed his 4-day suspension for the period November 30/December 1 and December 3/4, 2007. Firefighter Bendik is charged with violation of the Rules and Regulations as follows:

- Section 3905 – Unfamiliarity with Rules
- Section 1501 – Vehicle Operations Manual
- Vehicle Operations Manual, Section 3.3 – Seat Belts

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2, including anything pertaining to the complaint and whether to hold the hearing in closed session

B. Decision by Hearing Officer on whether to hold the hearing in closed session

C. Hearing on complaint (in open or closed session per the Hearing Officer's decision)

D. If closed session is held, reconvene in open session

3. ADJOURNMENT

Fire Commission

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January 31, 2008 (Special Meeting 5:30 PM)

Fire Commission Special Meeting

Thursday, January 31, 2008 – 5:30 PM

698 Second Street, Room 101, San Francisco, CA 94107

AGENDA

Item

No

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A Conroy

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Chief of Department	Joanne M. Hayes-White
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2. PUBLIC COMMENT

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Members of the public may address the Fire Commission on items of interest to the public, which are within the subject matter jurisdiction of the Commission. Members of the public may address the Fire Commission for up to three minutes.

3. FY 2008-09 BUDGET *[Discussion]*

Review and discussion of proposed FY 2008-09 Fire Department Budget

4. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION



Fire Commission Special Meeting

Wednesday, February 6, 2008 – 6:00 PM
698 Second Street, Room 101, San Francisco, CA 94107

AGENDA

Item
No

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A Conroy
Chief of Department	Joanne M. Hayes-White

2. FY 2008-09 BUDGET *[Discussion and Possible Action]*

Discussion of, and Possible Action on, proposed FY 2008-09 Fire Department Budget

3. ADJOURNMENT

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February 6, 2008 (Special Meeting 6:00 PM)

FIRE COMMISSION SPECIAL MEETING

Wednesday, February 6, 2008 – 6:00 PM

698 Second Street, Room 101, San Francisco, CA 94107

Item

No.

1. ROLL CALL

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	delayed
Commissioner	Paul A. Conroy	present

Chief of Department	Joanne Hayes-White	present
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Gary Massetani

Deputy Chief – Administration

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Assistant Deputy Chiefs

Peter Howes

Division of Emergency Medical Services

Tom Siragusa

Division of Training

Robert Navarro

Division of Homeland Security

Barbara Schultheis

Fire Prevention & Investigation

Lorrie Kalos

Division of Support Services

Assistant Chiefs

Johnny Lo
Robert Serrano

Division 2
Division 3

Staff
Julia Dawson

Chief Financial Officer

Commissioner Lau requested the record reflect Deputy City Attorney Rebecca Katz sitting in for Katie Porter and Kelly Alves sitting in for Acting Commission Secretary Andy Zanoft.

2. FY 2008-09 Budget [Discussion and Possible Action]

Discussion of, and Possible Action on, proposed FY 2008-09 Fire Department Budget

Commissioner Lau stated that he would open public comment at the end of the single-item agenda and he asked Chief Hayes-White to begin.

Chief Hayes-White noted that the Special Meeting of January 31st, which also focused on the budget as a single item, had been a productive one. The Commission had asked for certain changes and tonight an updated package was ready. She then turned the discussion over to Chief Financial Officer Julia Dawson and Deputy Chief of Administration Gary Massetani.

CFO Dawson stated that, at the January 31st meeting, she noted a shortfall in the proposed budget of 5.1 million dollars. Since that point, there was a city-wide change to the employer retirement rate, the contribution of the employer towards the retirement fund on behalf of its current employees. For the Fire Department, that would be 1.5 million dollars in reduced costs.

But while that is a benefit overall in terms of the city's reductions, that did not change the Fire Department's reduction target. What if effect happened, is that the department's shortfall is now 6.7 million dollars.

CFO Dawson stated that she has also made some adjustments to the budget and is proposing changes that will ultimately affect the new proposed bottom line.

The Department proposes a new fee for R-1 inspections, which is estimated to increase revenue by 500,000 dollars. The Department has made changes to the expenditure line items to reduce costs by 2.5 million dollars. She summarized by saying that right now as the budget exists, the department is looking at a deficit of 3.6 million dollars.

CFO Dawson used a slideshow presentation to accompany her commentary.

The new fee would cover the cost of conducting the R-1 residential inspections for apartment buildings with nine or more units. Inspections are currently being performed by engine and truck companies in the area, and any buildings that are identified by that inspection as problematic or deficient are referred to the Bureau of Fire Prevention for additional follow up. The proposed fees include the direct cost of inspection, as well as the indirect costs of administering the program, departmental indirect costs and city overhead. The projected revenue from the R-1 fee would be a little more than half a million dollars annually.

On the expenditure side, several changes have been made. The largest was a change in overtime, which relates to the change in the current MOU. Between last year and this year, there was a change to the MOU regarding the payment of overtime. Certain numbers of hours are paid at straight time rate. Even though they are considered overtime, they are not paid at the time-and-a-half rate. Initial calculations had not allowed for this variation and, when recomputed, the Department noted a substantial savings in projected budget over time.

CFO Dawson noted that the Department actually *added* 294,000 dollars to the operations budget, to cover the cost of exercise equipment for all 42 fire stations, at approximately 7,000 dollars per station.

The Department proposes a 100,000 dollar reduction in the AWSS budget.

The Department has eliminated the funds for the administration of the H-33 Paramedic Captain exam for the coming budget year, which is a savings of 381,000 dollars over the last budget.

There is an increase in Administration of roughly 170,000 dollars, which reflects changes to the attrition rate in administration, which has been high due to several positions that have been vacant. With some new hiring, however, the Department will no longer be able to recognize the salary savings and so the Administration budget has been 'funded up' to afford the positions in question.

There was also an increase in the salary expenses in Support Services due to the relief factor for the Bureau of Equipment. The budget for Equipment Maintenance was reduced by some 4000 dollars and Materials and Supplies was reduced by 19,000 dollars.

CFO Dawson proposed an adjustment to the rates that are charged for ambulance and EMS services. She listed the current rates that are charged: a Basic Life Support (BLS) rate, an Advanced Life Support rate (ALS), a fee for consumable medical supplies and a mileage reimbursement. The Department is proposing to standardize the ALS and BLS rates to one flat rate, because the same kind of staffing is being deployed to all medical calls.

In addition, she recommends eliminating the disposable supplies fee, as many insurance companies will not reimburse for supplies. CFO Dawson stated that the cost of supplies would be bundled into the flat fee for service. The mileage charge will remain without change.

Commissioner Makras asked what the proposed fees would be. CFO Dawson stated that she had not yet completed the analysis and could not offer a cogent number. Chief Massetani added that the Department's contracted billing provider, Advanced Data Processing Incorporated, had representatives in the gallery who were prepared to answer specific questions from the Commission.

CFO Dawson went on to discuss issues relating to non-General Fund areas; the Airport and the Fireboat.

At SFIA, the Department proposes to reclassify four H2 firefighter positions to H3 paramedic/firefighter, an increase of 1.3 million dollars in uniform salaries as well as corresponding increases to premiums and fringe benefits.

At the Fireboat, an H22 Lieutenant previously assigned to the Port was returned to Fire Prevention and a 6281 Fire Safety Inspector was assigned to the port. Premiums, overtime and temporary salaries were adjusted to reflect new pay rates in the MOU, and a 5 percent increase in the maintenance funding that the port provides annually for the fireboats has been proposed as well.

The Department is also seeking more than 5000 dollars per unit cost for vehicles and other capital equipment to be funded. This list is what is required to get the Department in line with the Vehicle Replacement Plan and it includes other tools that are operationally important.

Commissioner Lau asked if the 6.3 million dollars was already in the budget. CFO Dawson stated it was to 'the side' of the budget and is its own allocation. The Department has an allocation of approximately 2 million dollars. CFO Dawson asked the commission's help to prioritize needed equipment and to submit a list.

Commissioner Lau called Advanced Data Processing Incorporated forward to give their presentation. ADPI Vice President Pamela Olkowski and Regional Director Mori Moriuchi represented ADPI before the Commission.

VP Olkowski detailed the functions of ADPI, the process of collecting the Patient Care Reports (PCRs) and transforming data into a billable format and then following-up with payers.

ADPI is located in six states across the country. Over 1.5 million EMS claims are processed every year. The objective is to maximize collections. There are five main components to the billing

operation; the Front End Process, the actual dropping of the bills, Following Up with the payers, Following Up with accounts where you've had no response from, and, ultimately, Forwarding it to collection.

All bills are reconciled with the trip reports (PCRs), then they are coded, put in insurance payor nomenclature and sent to insurance companies for payment. Nearly all claims are filed electronically, Kaiser being an example of a payor that is not filed electronically. If no information is returned from the insurance company, the patient is billed primarily. A minimum of three patient bills are sent in 45 day increments. If nothing is returned from either the insurance company or the patient, the account is forwarded to the Bureau of Delinquent Revenue of the City and County Tax Collectors' Office for collection.

Discussion ensues regarding the methods used to collect billables between the Commissioners and VP Olkowski, with ADPI and CFO Dawson answering the Commissioners questions.

Commissioner Nakajo inquired about the difference between billed amount and reimbursed amount and the discrepancy is collected revenue. Discussion ensues between the Commissioners and ADPI.

Commissioner Conroy asked if there were any constraints the department was under with respect to being able to question a patient for social security number, address, and date of birth? Regional Director Moriuchi stated there were no constraints on the questions one can ask, but the demographic that SFFD deals with may not be able to convey the information accurately or appropriately and therefore the paramedic can't record it at the time service was rendered.

Commissioner Conroy asked if there were any means by which the department would be able to interact with the Receiving Hospital and get billing information back. Chief Massetani noted that the ePCR, the electronic patient care record, will facilitate hospital interactions of that nature.

VP Olkowski discussed the Medi-Care and Medi-Cal rate structure and changes to the payment schedule that have occurred in the recent past.

Conversation ensues regarding reimbursement policies and federal payment guidelines.

Commissioner Conroy asked if Kaiser patients are always transported to a Kaiser facility. CFO Dawson replied that destination was dependent on patient condition and hospital status at the time of incident. Commissioner Conroy then asked about the ambulance destination policy. EMS Chief Pete Howes answered the commission's questions on facility choice and ambulance destination from the gallery.

Following the conclusion of the ADPI presentation, there was a 10 minute break.

Following the break, CFO Dawson asked for direction from the Commission, for specific instructions or areas of interest to focus on and to include changes in the budget for the next meeting.

Commissioner Lau summarized the information he had; some new revenue was found in R-1 inspections, some items were cut, such as the H-33 examination and some materials and supplies. The Department currently stands at a deficit of 3.6 million dollars.

Commissioner Lau suggested that staff work with the Mayor's office to use current year budget savings to bridge the next year's deficit and come up with a balanced budget. Chief Massetani stated that suggestion would be taken to the Mayor's office during discussions.

Commissioner Makras asked about the reclassification of four H2 firefighters to H3 paramedic/firefighters and the costs associated with that. CFO Dawson noted she did not have that information but would provide a detailed answer to his question.

Commissioner Makras spoke about the proposed Residential Property Annual Inspection Fees. He requested that staff consider pulling back on that fee. He stated that sufficient lead time should be allocated to permit business owners to comment on the fee. He offered calendaring it as an agenda item and allowing public comment and discussion prior to institution.

Commissioner Lau asked Fire Marshal Barbara Schultheis to speak to that issue. Chief Schultheis noted that state law allows fire departments to collect a fee for the cost of the annual inspection.

The annual R1 inspection is required by state law, and there is a one-line provision in the code that allows a collection of a fee for the cost of doing that inspection.

Commissioner Makras noted the cost of sending a suppression company to conduct an R1 exceeds the fee being proposed. He also noted that, while conducting the R1, a suppression company is out

of service and cannot respond to emergency calls. He offered to discuss the logic of sending four people to do the inspection instead of just one (Fire Inspector) person from the Bureau of Fire Prevention. Chief Massetani offered to provide a presentation on that subject.

Commissioner Conroy asked about facilities maintenance and asked the Department to provide the commission with some assurance that the required maintenance over the next fiscal year has been incorporated into the budgeted amount for that.

CFO Dawson used her presentation book to speak to Commissioner Conroy's concerns. She noted that much of the routine maintenance work has been migrated into the annual budget in an attempt to reflect true renewal and facilities maintenance on a larger scale on the capital budget, and routine maintenance in the annual budget.

Conversation ensues regarding facilities maintenance and repairs. Deputy Chief Massetani and CFO Dawson answer questions from the commission.

Commissioner Conroy asked about a provision for a back-up Department Physician, should the primary be unavailable or on vacation. Deputy Chief Massetani stated the budget allows for a full time Physician and that .55 FTE has been allocated for relief of that position.

Commissioner Conroy asked about the ALS vs BLS EMS fee structure. CFO Dawson noted that, regardless of which vehicle they arrive on, the same caliber of personnel and service are provided to patients. Therefore, a single fee makes sense.

Commissioner Conroy then asked about the Vehicle Replacement Program. Deputy Chief Massetani answered questions about the apparatus and the Replacement Program.

Commissioner Lau opened the floor for public comment.

No one approached. There was no public comment.

The meeting was adjourned at 8:09 PM.

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Thursday, February 14, 2008 - 3:00 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A Conroy

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2. CASE NO. 07-11: COMMISSION DELIBERATIONS ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

In accordance with Section 4001 of the Rules and regulations, H2 Firefighter David Johnson has appealed his 6-day suspension for the period December 11/12, December 14/15 and December 17/18, 2007. Firefighter Johnson was suspended for violation of the Rules and Regulations as follows:

- Section 1502 – Valid Operator's License
- Section 3905 – Unfamiliarity with Rules
- Section 3923 – Disobedience

a. Public Comment on Special Meeting Agenda Item; Possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action. [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b)

1. Public Comment on Agenda Item No. 2, including *[if there is a motion or request to go into Closed Session]* public comment on whether to go into Closed Session.

2. *If there has been a motion or request to go into Closed Session:* Vote on whether to hold Closed Session. ***[Action Item]***

b. Deliberations/Possible Action, Open or Closed Session

1. Deliberations, and possible action on Suspension Appeal **[Action Item]**

c. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action Item]**

3. ADJOURNMENT

Fire Commission

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February 14, 2008 (Special Meeting 3:00 PM)

SAN FRANCISCO FIRE COMMISSION

MINUTES OF THE

Fire Commission Special Meeting

Thursday, February 14, 2008, 3:00 PM

698 Second Street, Room 221, San Francisco, CA 94107

President Lau called the meeting to order at 3:10 PM.

1. On ROLL CALL, the following were present

President	George Lau
Vice President	Victor Makras (arrived 3:15 PM)
Commissioner	Stephen Nakajo
Commissioner	Paul Conroy

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Also Present

Marie Blits, Deputy City Attorney, Government Team, Counsel to the Commission
Andy Zanoft, Acting Commission Secretary

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2. Case No. 07-11: COMMISSION DELIBERATIONS ON EMPLOYEE SUSPENSION APPEAL [Action]

In accordance with Section 4001 of the Department Rules and Regulations, H2 Firefighter David Johnson has appealed his 6-day suspension by Chief of Department Hayes-White for the period December 11/12, December 14/15 and December 17/18, 2007. Firefighter Johnson was suspended for violation of the Rules and Regulations as follows:

- Section 1502 – Valid Operator's License
- Section 3905 – Unfamiliarity with Rules
- Section 3923 - Disobedience

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b)

A. Public Comment on Special Meeting Agenda Item, Including Possible Closed Session

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including whether to conduct deliberations in closed session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

There was no public comment.

B. Vote on Closed Session

Vote on whether to conduct deliberations in Closed Session. **[Action]**

Commissioner Conroy moved for closed session and Commissioner Nakajo seconded. The motion was unanimously approved 3-0 (Conroy, Lau, Nakajo). Commissioner Makras arrived just after the Vote for Closed Session. The Commission went into closed session deliberations at 3:14 PM

C. Deliberations/Possible Action

Deliberations and possible action on the complaint (in Open or Closed Session, per the Commission's vote). **[Discussion and Possible Action]**

The deliberations were held in Closed Session.

D. If Closed Session is Held, Reconvene in Open Session

The Commission reconvened in open session at 3:35 PM

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)

President Lau reported that the Commission had reached its decision in this matter by unanimous vote of those present (4-0: Conroy, Lau, Nakajo, Makras): The Commission found Firefighter David Johnson guilty of violating Section 1502 – Valid Operator's License, Section 3905 – Unfamiliarity with Rules and Section 3923 - Disobedience; and as a penalty for these violations, the Commission upheld the 6-day suspension imposed by Chief Hayes-White.

The Commission requested that Department Counsel prepare and submit proposed Findings of Fact to the Commission Secretary within 14 days of the date of the Commission's decision letter, with concurrent service on opposing counsel. Opposing counsel may submit any objections and/or proposed alternative Findings of Fact to the Commission within 14 days of receipt of Department Counsel's proposed Findings, with concurrent service on Department counsel.

2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

Commissioner Conroy moved not to disclose any discussion held in closed session and Commissioner Makras seconded. The motion was unanimously approved by those present (4-0: Conroy, Lau, Nakajo, Makras).

3. ADJOURNMENT

The meeting was adjourned at 3:43 PM

Andy Zanoft
Acting Commission Secretary

SAN FRANCISCO



FIRE COMMISSION

Fire Commission Special Meeting

Thursday, February 14, 2008, 5:30 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

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AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

2. FIRE COMMISSION SECRETARY POSITION *[Discussion and Possible Action]*

Discussion and possible action regarding all matters pertaining to staffing the Fire Commission Secretary position, including but not limited to job duties and responsibilities, classification, compensation and recruitment procedures.

3. ADJOURNMENT

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February 14, 2008 (Special Meeting 5:30 PM)

FIRE COMMISSION SPECIAL MEETING

Thursday, February 14, 2008, 5:30 p.m.

698 Second Street, Room 102, San Francisco, California, 94107

1. ROLL CALL

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul Conroy	present
Chief of Department	Joanne Hayes-White	present

Also present:

Jesusa Bushong, Human Resources Director, SFFD
Katie Porter, Deputy City Attorney

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2. FIRE COMMISSION SECRETARY POSITION [Discussion and Possible Action]

Commissioner Lau noted that this Special Meeting was a follow-up to the

January 24th meeting and the purpose today was to approve and adopt the job announcement for Fire Commission Secretary.

Commissioner Nakajo noted that he had reviewed the job announcement and he thought it was comprehensive enough but that he would like assurances from other commissioners that they were of the same opinion.

Commissioner Makras stated he was happy with the announcement draft but added that the position has a certain amount of confidentiality that's associated with it. He noted that language regarding confidentiality was missing from the announcement. He believed it should be included.

Commissioner Makras also spoke about the screening process and the screening committee. He asked who is on that committee, does it need to be in place before the announcement can go out and what it entails.

Commissioner Lau stated that his understanding is the screening committee is the Fire Commissioners themselves. Deputy City Attorney Porter added that the screening committee is generally the subject matter experts, so in this case it would be the commissioners. She added that the commissioners would be given the applications 'blind' so that only the qualifications would be considered.

Chief Hayes-White added that her staff would support the process in whatever way was needed from the Department's side.

Commissioner Makras suggested that such information regarding the screening committee be included in the Job Announcement.

Commissioner Conroy added his support for confidentiality language to be added to the Job Announcement.

Deputy City Attorney Porter noted that the concept of confidentiality is already on the announcement, but that it could be made more clear.

Commissioner Conroy asked who prepared the announcement. Commissioner Lau stated that Jesusa Bushong and her staff drafted the document.

Commissioner Lau asked if the suggested changes and language could be incorporated into the announcement. Ms Bushong assured him that she was noting all of the changes, suggestions and comments and would revise the announcement accordingly.

Discussion ensued between commissioners over approving the announcement with the assurance of incorporated changes so the commission would not have to reconvene on the same subject.

Commissioner Nakajo asked about the details of the announcement and selection process. Ms Bushong stated that the typical application filing period is 10 business days but that was a minimum. Once the applications are received, and the filing period is closed, a few days will be needed to make 'blind' copies. After that the commission will need to schedule a time to meet and go over the applications.

Commissioner Makras asked if that would be a Closed Session Meeting. Deputy City Attorney Porter stated that it would be a Closed Session.

Discussion ensues regarding the process and closed session with commissioners asking questions and Deputy City Attorney Porter answering.

Commissioner Conroy raised concerns over the minimum qualifications on the announcement. He commented that many individuals might be qualified for the position of Commission Secretary but lack some of the requirements. He called out the requirement of "six years of progressively difficult and responsible experience in management".

Discussion ensues between the commissioners and Ms Bushong regarding the qualifications and experience necessary for the position. Chief Hayes-White added that she agrees with the suggestion to remove supervisory experience, as the position will not be supervising any employees.

Commissioner Lau summarized the comments and suggestions that should be incorporated and that the amended document should be returned to the commission for review.

Commissioner Conroy proposed the adoption of the suggestions and recommended the commission approve the announcement with those changes incorporated. He added that he trusts the Commission President, Ms Bushong and Deputy City Attorney Porter to do a good job in amending the announcement and posting it.

Commissioner Makras seconded the motion. There was no public comment. All were in favor of the motion. There were no Nays.

The meeting was adjourned at 6:10 PM.

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, February 14, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

Chief of Department	Joanne Hayes-White
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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Action]*

Discussion and possible action to approve the minutes of the Regular Meeting of January 24th, 2008 and the Special Meeting of January 24th, 2008 (4:30 PM).

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]

(January 19, 2008 through February 9th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From Tracey Wilson, requesting information on fireworks. Copy: Commissioners, Martha Cohen (Mayor's Special Events staff).
2. From Christian Colvin, requesting to interview Chief Hayes-White. Copy: Commissioners, Chief of Department.
3. From Michael Pederson, regarding the noise from air horns and sirens. Copy: Commissioners.
4. From Firefighter's Union Local 798, regarding the Battalion Chief's examination. Copy: Commissioners.
5. From Lower Polk Neighbors Association (LPN), regarding the noise from air horns and sirens. Copy: Commissioners.
6. From Firefighter's Union Local 798, inviting Commissioners to the Toy Program's Volunteer Dinner. Copy: Commissioners.
7. From Sunshine Ordinance Task Force, denying complaint and determining No Violation by Commission. Copy: Commissioners, Chief of Department, Privacy Officer

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Ken Cochrane, Director, Permitting Services, BCCI, thanking the Fire Department and the staff at Department Plan Check at DBI. Copy: Commissioners.

5. Amendment to the 2007 San Francisco Fire Code [Discussion and possible Action]

Discussion and possible action to recommend that the Board of Supervisors adopt legislation amending Appendix Chapter 1, Section 112.9 of the San Francisco Fire Code to add an Express Plan Review service and fee.

6. DEPARTMENT 2008/2009 BUDGET [Discussion and possible Action]

Presentation and possible action on all matters pertaining to the Department's 2008/2009 budget, including but not limited to potential cuts, fee increases, and a proposed new Residential Property Inspection Fee.

7. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM OPERATIONS

Report on overall operations from January 11, 2008 through February 11, 2008.

PERSONNEL REPORTS

a. Division of Fire Prevention & Investigation

Submitting monthly report from Division of Fire Prevention & Investigation concerning activities performed during January 2008.

b. Physician's Report

The Physician's report will be incorporated into the next meeting agenda.

c. Employee Actions

Reporting the following PERMANENT PROBATIONARY appointment effective January 22, 2008:

1062 IS Programmer Analyst

Robert A. Fernandez (vice: ASO Authorized)

d. Retirements

Communication received from Retirement Board indicating the following member has retired:

<i>Name</i>	<i>Rank</i>	<i>Years of Service</i>	<i>Type</i>	<i>Retirement Date</i>
Calonico, Fred L.	H2	33	Service	January 3, 2008
Cordes, Thomas J.	H22	26	Service	January 2, 2008
Gregory, Stephan H.	H2	30.5	Service	January 7, 2008
Martin, Frank G.	H2	33.5	Service	January 10, 2008

Retirement Certificate will be presented at Fire Commission Meeting of March 13, 2008

e. Leaves of Absence

The Chief of Department has approved leave of absence with pay for Assistant Chief Frank Cardinale, Division 3, for February 6/7, 2008 (one watch) to attend a High-Rise Working Group meeting for FIREScope in San Luis Obispo, California. The High-Rise Working Group is hosted by San Luis Obispo County Fire Station 21. The source of funds for this trip and for filling AC Cardinale's position are included in the suppression budget for Fiscal Year 2007/2008.

Leaves of Absence with Pay

Submitting requests for leaves of absence with pay for the time period from April, 2007 through June, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	7328 Nurse Practitioner	62
1	7388 Utility Plumber	1
10	H2 Firefighter	274
1	H3 Paramedic	49
1	H3 Firefighter/Paramedic	89
1	H4 Fire Inspector	13
2	H30 Captain	60
Total Number of Days with Pay		548

Submitting requests for intermittent leaves with pay for the time period from January, 2008 through March, 2009 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Dates of Leave</i>
1	7328 Nurse Practitioner	May 14, 2008– Feb 17, 2009
1	H2 Firefighter	Feb 7, 2008 – Feb 6, 2009
1	H3 Firefighter/Paramedic	Mar 3, 2008 – Mar 2, 2009
1	H20 Lieutenant	Jan 3, 2008 – Mar 31, 2008

Leaves of Absence without Pay

Submitting requests for leaves of absence without pay for October, 2007 through March, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	7388 Utility Plumber	40
3	H2 Firefighter	54
2	H3 Paramedic	32
Total number of Days w/o Pay		126

8. ADJOURNMENT

Fire Commission

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February 14, 2008 (Regular Meeting 6:00 PM)

Minutes of the FIRE COMMISSION REGULAR MEETING

Thursday, February 14, 2008, 6:00 p.m.

698 Second Street, Room 102, San Francisco, California,
94107

The meeting was called to order by President Lau at 6:15 PM

1. On ROLL CALL, the following were present:

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul Conroy	present

Joanne Hayes-White
Richard Kochevar
Gary Massetani

Chief of Department
Deputy Chief, Operations
Deputy Chief – Administration

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Assistant Deputy Chiefs
Peter Howes
Robert Navarro
Barbara Schultheis
Lorrie Kalos

Division of Emergency Medical Services
Division of Homeland Security
Fire Prevention & Investigation
Division of Support Services

Assistant Chiefs

Johnny Lo

Division 2

Audrey Lee

Division 3

Staff

Karl Sporer, M.D.

SFFD EMS Medical Director

Sebastian Wong

Section Chief, EMS Operations

Julia Dawson

Chief Financial Officer

Jesusa Bushong

Human Resources

Guest

Noni Kolorctti

Mayor's Budget Office

Commissioner Lau called for public comment. Three members of the public approached.

John Hanley, President of Firefighters Union Local 798, spoke about the weighting of different segments of the upcoming Battalion Chief's examination. He expressed concern that too much emphasis was being placed on administrative activities and not enough on fireground activities.

Brendan O'Leary, Officer of Firefighters Union Local 798, spoke about the new manuals and the amount of material contained in the manuals. He expressed concern over the amount of new information that needs to be learned before the Battalion Chief's test and that only 30 days remain before the examination.

Patricia Lui, Officer of the Asian Firefighters Association, invited everyone to participate in the Chinese New Year parade, Saturday, February 23, 2008.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed general public comment.

APPROVAL OF THE MINUTES

One set of minutes was ready for approval; Special Meeting of January 24, 2008 (4:30 PM). The minutes of the Regular Meeting of January 24, 2008 (6 PM) had been prepared but were not ready for commission approval.

Commissioner Lau asked for corrections or changes. There were none.

Commissioner Lau asked for a motion to accept the minutes. Commissioner Makras moved, Commissioner Conroy seconded. All were in favor. There were no Nays.

COMMUNICATIONS RECEIVED BY COMMISSION

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From Tracey Wilson, requesting information on fireworks. Copy: Commissioners, Martha Cohen (Mayor's Special Events staff).
2. From Christian Colvin, requesting to interview Chief Hayes-White. Copy: Commissioners, Chief of Department.
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5. From Sunshine Ordinance Task Force, denying complaint and determining No Violation by Commission. Copy: Commissioners, Chief of Department, Privacy Officer

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Ken Cochrane, Director, Permitting Services, BCCI, thanking the Fire Department and the staff at Department Plan Check at DBI. Copy: Commissioners.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. He then asked for comments from the Commissioners.

Commissioner Nakajo did not have a comment but asked that The Chief speak to the meeting of Lower Polk Neighborhood Association, which she and staff members attended, during her report.

AMENDMENT TO THE 2007 SAN FRANCISCO FIRE CODE

Chief Hayes-White called Fire Marshal Barbara Schultheis forward to discuss the Amendment.

Chief Schultheis noted the amendment would add a fee for Express Plan Review, which would add 50 % surcharge onto the Plan Check Fee.

Commissioner Lau asked how much revenue this fee is expected to bring in to the department. Chief Schultheis noted that she didn't have the exact number, but that an estimated \$9,000 on a single plan is a possibility.

Commissioner Nakajo voiced his concern over turnaround times, that if the Department charges an Express Fee, he hoped it would be able to meet the turnaround times as promised.

He went on to ask about the number of personnel needed to fulfill the obligations of an Express Plan Review. Chief Schultheis noted that the Department has sufficient personnel to meet the needs of this new fee.

Commissioner Makras spoke to the idea of some contractors paying more to expedite the turnaround time on certain projects. He stated that he supports the fee, so long as the Department doesn't 'queue' people out; doesn't make a profit, and adheres to the standards of fairness, equity, and the law.

Commissioner Conroy voiced his concern over contractors

being penalized because they do not pay or cannot afford to pay an expedited fee. He was concerned that people would be pushed out by those cutting to the 'head of the line' because of the expedited fee. Chief Schultheis stated that no project would be sidelined or delayed because of the expedited fee.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment and called for a motion.

Commissioner Makras moved to support the expedited fee based on the Fire Marshal's implementing a business plan that does not queue anybody out of line. Commissioner Nakajo seconded.

Commissioner Conroy asked for more discussion on the item. He expressed his concern that people who can't afford to pay an expedited fee will have their projects actually get delayed. He stated that he was looking for reassurances that wouldn't happen.

CFO Julia Dawson suggested the hiring of an individual who would be dedicated to the expedited plan process. This has been done in the past when Plan Check had problems meeting demand. The position could be limited tenure and then be requested in the next budget cycle and would be only

for the expedited service. Thereby ensuring that the non-expedited permits will be processed at the same turnaround time as the Department is doing right now.

Commissioner Conroy noted he could agree to that.

Commissioner Makras amended his motion to allow staff the flexibility to hire personnel as needed to meet demand.

Commissioner Nakajo seconded. All were in agreement. There were no Nays.

No one approached for public comment.

DEPARTMENT 2008/2009 BUDGET

Chief Hayes-White introduced Noni Koloretti, Mayor's Budget Office. Ms Koloretti stated that Mayor Newsom intended to be at the Commission meeting tonight but was unavoidable called away. She noted that The Mayor is asking for help from all departments to balance the budget and that she is working closely with the Fire Department to submit a balanced proposal to The Mayor.

Chief Hayes-White then called Deputy Chief Gary Massetani forward to discuss the budget submission. Chief Massetani noted the budget has been prepared according to the Mayor's instructions. The Department has appropriately increased the revenues in the bureau of fire prevention, as well as Emergency Medical Services as discussed in previous meetings. The Department has also refined expenditures per commission direction and the Department is requesting on the budget as presented.

Commissioner Lau asked for elaboration on how the Department closed the deficit. Chief Massetani noted, in

addition to streamlining some items and eliminating some costs, that, working with the mayor's office and looking at current year's savings, as well as lump sum payouts for retirements, the Department was able to bridge the gap. Staff is in continuous negotiations with the Mayor's office and a follow up meeting is scheduled for the 20th or 21st of this month..

Commissioner Lau acknowledged the hard work of the staff over the past month to prepare the budget.

Commissioner Makras shared some observations. He stated he was delighted to be able to forward a balanced budget and that it's being done in an efficient manner and that the Department's budget will be submitted before many other departments'. He noted the Fire Department would be an example to other city departments.

Commissioner Makras noted that he personally does not support the residential inspection fee and the way it's come about, but one item within the budget cannot weigh the whole budget down and so he moves to approve the budget as submitted.

Commissioner Conroy asked for more clarification on how the gap was closed. Discussion ensues with the commission

asking questions and Chief Massetani answering.

Commissioner Conroy stated that he could support the budget with a view toward preserving services that are currently being offered by the department to the people of San Francisco. And that the intent of this budget is not to cut services; it's to provide the same level of service to the people and property of San Francisco.

Commissioner Makras stated his view that the budget is being given as a whole to the mayor's office, with no cuts whatsoever. He noted that a responsible job was done with the assignment as given and the budget has been met. The reductions have been met and service has been held at an equivalent level. He repeated his encouragement of the budget as presented.

Commissioner Lau voiced his opinion that the budget was balanced in a very smart way, because if any services were to be cut, they would be ambulance services and the Commission would be irresponsible to suggest such a cut. Commissioner Lau encouraged his fellow commissioners to support the budget as presented.

Commissioner Nakajo moved to approve the budget. Commissioner Conroy seconded. Commissioner Lau called for public comment. Two members of the public

approached.

Edward Whitmore, NERT advisory board, thanked the commission and The Chief for supporting the NERT program.

Sean Pritchard; San Francisco Apartment Association, spoke to the matter of the new residential property inspection fee. He felt it was inherently unfair and unequal towards property owners in San Francisco.

No one else approached. Commissioner Lau closed public comment. All were in favor of approving the budget. There were no Nays.

CHIEF OF DEPARTMENT'S REPORT

The Chief opened her report by wishing Commissioner Makras a happy belated birthday.

She noted the Department was on track for hiring the blended class of H-3-Level Is and level IIs. The class is anticipated to start mid-March.

The H40 Battalion Chief job announcement has been posted. The Department anticipates some 75 permanent H30 captains will sit for that examination. There will be three components to the examination; fire scene and first aid

simulation, in basket exercise, and customer relations and performance counseling exercise.

The Chief spoke to the concerns of members regarding the weights of the various segments of the test. She noted that the consultants, in cooperation with Human Resources, reviewed and validated the weights.

Commissioner Nakajo asked about the perception of an unfair advantage to those members who participated in the drafting of the Department Manuals projects. Chief Hyaes-White stated that the project was one of monumental proportions. However, the material contained in the manuals, while many have undergone updates, is not that different from what it used to be. Under the guidance of Captain Jose Velo, who was the project manager, many department members were tasked with contributing to the revision of the manuals based on their area of expertise. In terms of the involvement of certain people who may be sitting for the H40 examination process, they served as overall project managers, not necessarily people that were deeply involved in the details of updating the manuals.

The Chief added that the manuals are also available online and in a CD format, in keeping with a technologically current department.

Commissioner Conroy complimented the Chief and the Department on a massive project undertaken and successfully completed. He did question if there was a way of tracking the changes between the old and new manuals. The Chief replied in the negative, as many of the manuals were no available in electronic format had had to be typed into a computer during the process. Changes, additions and updates were typed in concurrently.

The Chief added that the way one ladders a building has not changed or the type of extinguisher used to put out a small fire has not changed. The new manuals number some 2,200 pages but it's not all new material. The Chief emphasized far from it.

Commissioner Conroy expressed his hope that something could be done to highlight changes in the manuals. He continued to ask if, when the permanent H40 Battalion Chiefs were filling out the questionnaire, did they know they were filling out a Job Analysis Questionnaire.

The Chief responded in the affirmative. Commissioner Conroy asked for clarification on the process. Discussion ensued on the subject, with Jesusa Bushong commenting.

Chief Hayes-White noted preparations towards the H-20 examinations are also progressing well, with a May

timeframe for the beginning component to be administered.

The Chief spoke of two industrial accidents that the Department responded to in the past weeks. The PG&E plant out on 1000 Evans Street was the scene of a steel structure collapse. The Department rescued two people, a third person was killed in the incident. Chief Hayes-White acknowledged Special Operations Chief Dave Franklin for his work on the scene.

The next day, Chief Audrey Lee was the incident commander at 645 Mariposa. A young woman was trapped in a printing press and was pronounced dead at the scene. She acknowledged all the Department members who responded to both of those scenes for their professionalism and efforts.

The Department hosted members of the Ukraine Government on the 30th of January. The visit included discussions on Homeland Security and was productive to all. The visit was orchestrated by the State Office of Emergency Services.

The Chief noted that San Francisco will host the Olympic Torch relay for this year's Summer Games in Beijing. She stated that Chief Kochevar will expand on that in his report.

The Chief spoke about the Lower Polk Neighborhood

Association's meeting on February 5th. She attended the meeting along with Deputy Chief Kochevar, EMS Chief Pete Howes, Division Chiefs Baren and Stevenson and PIO Ken Smith. Engine 3 Captain Fernando D'Alba was also present, as was Fire Commission President George Lau and staff answered many questions and participated in the discussions regarding noise levels and siren and horn use.

There were five issues that were discussed; an E-mail address for LPNA members to send concerns to the Department, a telephone number for those without internet access, a copy of the General Order sent to the field regarding horn and siren use, the promise to hold discussions with Parking & Traffic regarding traffic signal controllers and the promise to cooperate with the Department of Public Health on a sound study.

The Chief shared some details of her trip to Washington, DC, and the meeting of the National Advisory Council. The Council discussed preparedness, mitigation and recovery as they relate to the local, state and federal response to a large scale disaster. The Chief noted the benefits of having a West Coast perspective on the Council and she is honored to represent the Department, the City and the State in that forum.

The Chief called Deputy Chief Kochevar forward to give his Operations report for the period of January 9 through February 12th, 2008.

There were 22 working fires, one of which was a greater alarm. The Greater Alarm was a two-story wood frame residential at 911 Minnesota, in the Dogpatch area off Highway 280. Chief Jim Barden was the Incident Commander.

Chief Kochevar commended Firefighter John Danner who, while driving on Highway 280, saw the smoke, pulled off the highway and drove to the scene. No units were there yet. He managed to extricate and elderly gentleman from the building and helped First Companies on the scene. Chief Kochevar noted that on duty or off duty we can count on our members.

Chief Kochevar described the industrial accidents that The Chief had touched on in her report.

Company-based modular training is ongoing; this module reviews Hazardous Materials, first responder operations, confined space and trench rescue in the morning session and reviews pediatric medical emergencies in the afternoon session.

Additionally the Clothing Depot is working on PPE replacement while members are in the modules and there is a discussion about the City's Recycling Program.

Chief Kochevar noted that San Francisco was selected as the only city in the United States to host the Summer Olympics Torch Relay. The Department is working closely with the Beijing Organizing Committee for Olympic Games. BOCOG and Martha Cohen from the Mayor's Office and the SFPD.

Chief Kochevar noted that twenty five Paramedic/Firefighters were trained as Like-Work-Like-Pay EMS Captains and will be available to the system when needed.

Paramedic Captains now carry the Continuous Positive Airway Pressure, or CPAP, devices. These were purchased by the department, and feedback from the hospitals is that the machines work well and patients suffering from severe shortness of breath are responding positively.

There was a triple shooting at 17th and Kansas on the 13th of February. Chief Kochevar commended all units that responded to the call.

There was a public meeting on February 11 regarding certain administrative bulletins that are being issued from Fire

Prevention. There was commentary both negative and positive.

There are two new investigators working for the Bureau Of Fire Investigation or Arson. Chief Kochevar welcomed Laura Kelly and Attica Bowden to the rank of Acting Fire Investigator.

Chief Kochevar spoke highly of Acting Battalion Chief Dave Franklin, Special Operations. Chief Franklin responded to the PG&E industrial accident, as well as other incidents requiring technical and specialized rescue. Special Operations has also worked on drafting the event plan for the Chinese New Year's parade, the revision of the Communications Manual and conducting research on Hazardous Materials incident response.

Battalion 2 was the busiest during this reporting period. Battalion 3 was next, and then Battalion 1. Forty five percent of all calls are in those three battalions, which are Tenderloin south of Market, Chinatown, and North Beach.

Between the apparatus, ambulance, engine, truck and rescues, 26,000 pieces of movement throughout the city, 10,000 calls.

Commissioner Lau thanked Chief Kochevar for his report and called for public comment. No one approached. Commissioner Lau closed public comment on this agenda item.

PERSONNEL REPORTS

a. Division of Fire Prevention & Investigation

Submitting monthly report from Division of Fire Prevention & Investigation concerning activities performed during January 2008.

b. Physician's Report

The Physician's report will be incorporated into the next meeting agenda.

c. Employee Actions

Reporting the following PERMANENT PROBATIONARY appointment effective January 22, 2008:

1062 IS Programmer Analyst

Robert A. Fernandez (vice: ASO Authorized)

d. Retirements

Communication received from Retirement Board indicating the following member has retired:

<i>Name</i>	<i>Rank</i>	<i>Years of Service</i>	<i>Type</i>	<i>Retirement Date</i>
Calonico, Fred L.	H2	33	Service	January 3, 2008
Cordes, Thomas J.	H22	26	Service	January 2, 2008
Gregory, Stephan H.	H2	30.5	Service	January 7, 2008
Martin, Frank G.	H2	33.5	Service	January 10, 2008

Retirement Certificate will be presented at Fire Commission Meeting of March 13, 2008

e. Leaves of Absence

The Chief of Department has approved leave of absence with pay for Assistant Chief Frank Cardinale, Division 3, for February 6/7, 2008 (one watch) to attend a High-Rise Working Group meeting for FIREScope in San Luis Obispo, California. The High-Rise Working Group is hosted by San Luis Obispo County Fire Station 21. The source of funds for this trip and for filling AC Cardinale's position are included in the suppression budget for Fiscal Year 2007/2008.

Leaves of Absence with Pay

Submitting requests for leaves of absence with pay for the time period from April, 2007 through June, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	7328 Nurse Practitioner	62
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Leaves of Absence without Pay

Submitting requests for leaves of absence without pay for October, 2007 through March, 2008 for the following:

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1	7388 Utility Plumber	40
3	H2 Firefighter	54
2	H3 Paramedic	32
Total number of Days w/o Pay		126

Commissioner Lau adjourned the meeting at 8:20 PM

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Wednesday, February 27, 2008 - 5:30 PM

698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

Commissioner Paul Conroy, Hearing Officer

2. CASE NO. 08-02: HEARING ON EMPLOYEE SUSPENSION APPEAL *[Action Item]*

Hearing on employee suspension appeal in accordance with Section 4001 of the Rules and Regulations, Firefighter David Johnson, has appealed his 8-day suspension for the period January 6 through January 18, 2008. Firefighter Johnson was suspended for violation of the Rules and Regulations as follows:

- Section 1502 – Valid Operator's License
- Section 3905 – Unfamiliarity with Rules
- Section 3923 – Disobedience

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

- A. Public comment on all matters pertaining to Agenda Item 2, including anything pertaining to the complaint and whether to hold the hearing in closed session
- B. Decision by Hearing Officer on whether to hold the hearing in closed session
- C. Hearing on complaint (in open or closed session per the Hearing Officer's decision)
- D. If closed session is held, reconvene in open session

3. ADJOURNMENT

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THE ANTHROPOLOGY OF THE
FUTURE

By
J. H. HENNESSY

INTRODUCTION

THE ANTHROPOLOGY OF THE FUTURE is a subject which has of late years attracted much of the public attention, and has become one of the most popular of the sciences of the day.

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SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Thursday, February 28, 2008, 4:00 PM

698 Second Street, Room 221, San Francisco, California 94107

AGENDA

Item No.

1. ROLL CALL

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President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

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2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Discussion and Possible Action Item]

Conference with City Attorney to discuss pending litigation and proposed settlement: *City & County of SF v. Pacific Gas & Electric Co.* San Francisco Superior Court No. 442416, Action filed: June 20, 2005; possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuit. This item may be heard in Closed Session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d).

a. PUBLIC COMMENT ON SPECIAL MEETING AGENDA ITEM; POSSIBLE CLOSED SESSION

1. Public Comment on Agenda Item No. 2, including, if there is a motion to go into Closed Session, public comment on whether to go into Closed Session.
2. If there has been a motion to go into Closed Session: Vote on whether to hold Closed Session to confer with legal counsel. [Action]

b. CONFERENCE AND POSSIBLE ACTION, OPEN SESSION OR CLOSED SESSION

1. Conference with City Attorney regarding pending litigation and proposed settlement.
2. Possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuit. [Action]

c. IF CLOSED SESSION IS HELD, RECONVENE IN OPEN SESSION

1. Vote to elect whether to disclose any or all Closed Session discussions. [Action]

3. ADJOURNMENT

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Fire Commission

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February 28, 2008 (Special Meeting 4:00 PM)

MINUTES OF THE FIRE COMMISSION SPECIAL MEETING

Thursday, February 28, 2008, 4:00 PM

698 Second Street, Room 221, San Francisco, California 94107

The meeting was called to order at 4:20 PM by Commissioner Lau.

On Roll Call the following Commissioners were present

President	George Lau
Vice President	Victor Makras (delayed. Arrived at 4:23 PM)
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

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Also present: Katie Porter, Deputy City Attorney
Andy Zano, Acting Commission Secretary

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2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Discussion and Possible Action Item]

Conference with City Attorney to discuss pending litigation and proposed settlement: City & County of SF v. Pacific Gas & Electric Co. San Francisco Superior Court No. 442416, Action filed: June 20, 2005; possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuit. This item may be heard in Closed Session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d).

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

Commissioner Lau called for a motion to assert attorney-client privilege and to go into closed session. Commissioner Conroy moved to assert attorney-client privilege and to go into closed session. Commissioner Nakajo seconded. All were in favor. There were no nays.

The Commission went into closed session at 4:23 PM.

The Commission returned to open session at 4:40 PM.

Commissioner Lau called for a motion whether to disclose any or all closed session discussion. Commissioner Conroy moved not to disclose Close Session discussions. Commissioner Nakajo se the motion. All were in favor. There were no nays.

The Special Meeting was adjourned at 4:43 PM.

SAN FRANCISCO



FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, February 28, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy

Chief of Department	Joanne Hayes-White
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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Action]*

Discussion and possible action to approve the minutes of the Regular Meetings of January 24th, 2008 and February 14th, 2008, and the Special Meetings of February 6 (6:00 PM), February 14 (3:00 PM), 2007 and February 14, 2008 (5:30 PM).

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San Francisco Fire Commission

DISABILITY ACCESS

The Fire Commission regularly meets at Fire Department Headquarters, Room 102, 698 Second Street on the 2nd and 4th Thursday of the month.

The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving this location: 15 Third, 42 Downtown Loop, and N Judah (Second and King). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

The following services are available on request 48 hours prior to the meeting: (1) American Sign Language interpreters; (2) use of readers, (3) sound enhancement system, and (4) alternative formats of the agenda and minutes. Please contact Tania Bauer, Secretary, Fire Commission, at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

PROHIBITING THE USE OF CELL PHONES, PAGERS AND SIMILAR DEVICES DURING PUBLIC MEETINGS

The ringing and use cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(February 15, 2008 through February 22, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

1. From Tim Ballou, requesting information on filming in San Francisco. Copy: Commissioners, San Francisco Film Commission.
2. From Jen Moore, requesting information on the Memorial Wall. Copy: Commissioners.
3. From Michael Pedersen, Lower Polk Neighbors Association, thanking President Lau for his participation in the February 5, 2008, meeting. Copy: Commissioners.
4. From Francis Kelly, Local 798, expressing satisfaction on repair work at Station 6. Copy: Commissioners.
5. From Chris, inquiring about a job posting. Copy: Commissioners, Human Resources.

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Daniel Farrell, Chief, Oakland Fire Department, commending Firefighter MeiBeck Chung for her care of a drowning victim. Copy: Commissioners.
2. From Carl Friedman, Director, Animal Care and Control, commending Paramedic/Firefighter Jim Perry, Firefighter Dave DeJesus and Paramedic Captain John Cavanaugh for their professionalism and their assistance during a call. Copy: Commissioners.
3. From Denis O'Leary, Captain, Ingleside Police Station, commending Firefighter Todd Plunkett for preventing a crime near Station 43. Copy: Commissioners.

5. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM ADMINISTRATION

Report on the FY 2008-09 Budget, Administrative Divisions, and Fleet and Facility status.

PERSONNEL REPORTS

a. Employee Actions

Reporting the following PERMANENT PROBATIONARY appointment effective February 11, 2008

1446 Secretary

Tirtza L. Pearl (vice: ASO Authorized)

Reporting the following PERMANENT appointment effective February 9, 2008

1654 Principal Accountant

Enrico Delara (vice: ASO Authorized)

Reporting that the following employee has passed probation

H3 Level 2 Paramedic

Name

Carnes, Dale C.

Effective Date

February 2, 2008

b. Separation

Reporting resignation of Permanent H3 Firefighter Paramedic Kyle J. McCarty, effective February 6, 2008.

c. Leaves of Absence

The Chief of Department has approved leave of absence with pay for Investigator Erika Lockhart, Bureau of Fire Investigation, for March 3-5, 2008 (3 days) to attend the California Conference of Arson Investigators seminar. The conference will be held in San Luis Obispo, CA. Investigator Lockhart will seek reimbursement for any expenses through the Department's Training Committee.

The Chief of Department has approved leave of absence with pay for Assistant Deputy Chief Barbara Schultheis, Fire Marshal, for February 20-23, 2008 (4 days) to attend the 2008 ICC Codes Forum. The conference is being sponsored by the International Code Council and will be held in Palm Springs, CA. ADC Schultheis will seek reimbursement for any expenses through the Department's Training Committee.

The Chief of Department has approved leave of absence with pay for Assistant Deputy Chief Pete Howes, Emergency Medical Services, for February 19, 21, 26 and 27, 2008 (4 days) to attend Plans Section Chief training. The course will be held in Menlo Park, CA. There will be no cost to the Department. Chief Howes will not be replaced.

6. ADJOURNMENT

Fire Commission

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February 28, 2008

FIRE COMMISSION REGULAR MEETING

Thursday, February 28, 2008, 6:00 p.m.

698 Second Street, Room 102, San Francisco, California, 94107

The meeting was called to order by President Lau at 6:15 PM

1. **On ROLL CALL**, the following were present:

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul Conroy	present

Joanne Hayes-White

Chief of Department

Gary Massetani

Deputy Chief – Administration

Assistant Deputy Chiefs

Peter Howes

Division of Emergency Medical Services

Barbara Schultheis

Fire Prevention & Investigation

Tom Siragusa

Division of Training

Assistant Chiefs

Johnny Lo

Division 2

Audrey Lee

Division 3

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Staff

Sebastian Wong

Section Chief, EMS Operations

Ramon Terrazas

Department Physician

Jesusa Bushong

Human Resources

2. PUBLIC COMMENT

Commissioner Lau called for public comment. No one approached.
Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Five sets of minutes were prepared; the Regular Meetings of January 24th, 2008 and February 14th, 2008, and the Special Meetings of February 6 (6:00 PM), February 14 (3:00 PM), 2008 and February 14, 2008 (5:30 PM).

Commissioner Lau called for a Motion to approve the minutes. Commissioner Conroy Moved. Commissioner Makras Seconded. Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. All Commissioners were in Favor. There were no Nays.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(February 15, 2008 through February 22, 2008)

Commissioner Lau called for public comment. No one approached.

Commissioner Lau closed public comment.

5. CHIEF OF DEPARTMENT'S REPORT [Discussion]

Chief Hayes-White reported that the Department was able to provide a timely submission to the Mayor's budget office of the 2008-2009 Budget.

The Chief thanked the Commission for its input and hard work on the Budget. She also recognized the Department's Administrative staff for their work and diligence on preparing and submitting that budget.

The Chief stated that she had made fifteen additional Acting Lieutenant assignments and she congratulated those members.

Chief Hayes-White explained that, despite the proximity to the upcoming H-20 Lieutenant's test, there are vacancies that need to be filled and, since the eligible list won't be created or adopted much before October of 2008, the empty spots needed to be filled.

The Department is on track for the H-40 Battalion Chief's test and the Chief gave kudos to Jesusa Bushong and the Human Resources Division for their hard work on this process. Last week was the filing deadline and HR had received sixty nine applications for H-40.

The Chief reiterated the three sections of the H-40 test; the fire scene administration, the in-basket administration and the community relations and performance counseling administration. She added that she hopes to have an eligible list in June.

The H-20 Lieutenant's exam is a much larger process. The Department anticipates anywhere from 800 and 1,000 applicant to sit for the exam. There will be a pass point for everyone sitting for the first component, which is the fire

scene and first aid administration and which also a report writing component.

Those who pass the first component will go on to take the remaining elements of the test; training and performance counseling administration.

The Chief reiterated her commitment to holding promotional examinations on three year cycles.

A new class will be starting on Monday, March 17th. This will be a blended class of H-3-Level Is and H-3-Level IIs. Approximately 32 members will be in the class. The Chief added that this blended class is the final phase of the EMS Reconfiguration.

Chief Hayes-White introduced Doctor Ramon Terrazas, the new Department Physician, who started working on Monday, the 25th

Doctor Terrazas introduced himself to the Commission and those in the gallery.

The Chief then called Deputy Chief of Administration Gary Massetani to come forward and deliver the Administration Report.

Chief Massetani noted that the 2008-2009 budget was submitted to the Mayor's Office by close of business, February 21, last Thursday, per the direction of the commission.

Chief Massetani noted that the Mayor's Office is still intaking information from other City Departments and so dialogue has been limited so far. He noted that the submitted budget was balanced and it took into consideration the \$3.4 million in retirement to be carried forward, as well as any surplus from fiscal year '07-'08.

Chief Massetani announced the FEMA grant for the Health and Wellness program was awarded and our Department received some 1.4 million dollars. The Department has to provide \$293,000 in matching funds, so in the

Department's hands would be approximately about \$1.1 million; \$700,000 of which would go towards performing health checks on all Department members within the first year of the program. Chief Massetani voiced the enormity of the challenge to get close to 1,400 members into health check within 365 days.

The first step is to identify the Health & Wellness project manager, who would work closely with the new Department Physician. In addition to the \$700,000 worth of health checks, approximately \$400,000 would be expended for fitness equipment that would be placed in the fire stations. The Fitness Equipment will be purchased following an RFP (Request For Proposal).

The Department is also working closely with the Firefighter's Cancer Foundation, looking at adding one or two more tests to be run on drawn blood, establishing a baseline for further Studies and programs. Chief Massetani added that the Department will be under a very, very tight window to get all these things done within the Grant-specified timeframe.

The Division of Training has started the Pediatric Advanced Life Support instruction. That will go on for approximately 40 days. Chief Massetani reiterated that the graduation for the blended H-3-Level-I and II class will be May 9. Following graduation, the Department is looking towards reducing the remaining eight 24-hour ambulances down to four, which would be meet the goal of completing the reconfiguration of dynamic deployment.

Over the last two months, working with Chief Hayes-White, the Cancer Foundation and Local 798, the Department has purchased particulate respirators for all field members that may be used during overhaul. These will be used as protection from particulate matter, not for any gases at this time and they will be part of the overall Respiratory Protection Program.

Chief Massetani produced a sample respirator and passed it around to the Commissioners. He described the proposed procedure for donning the APR masks, when members could – and could not – wear them and under whose

direction were they allowed to be used. Chief Massetani noted that Homeland Security worked closely with Administration on the funding for these masks, at a cost of some \$35,000.

The masks will not be used in a vacuum, however. Spend filters and canisters will be collected and taken to UCSF for analysis. This is a six-month Pilot Project and will be carefully followed.

The Department is working with the Department of Public Works to get estimates on repairs to the Chief's Residence. Also, Administration is working with the Deputy City Attorney's office on possible litigation issues.

The Auxiliary Water Supply System, through routine maintenance and repair have replaced 24 low pressure hydrants during this reporting period. They have operated 15 high pressure gate valves to ensure functionality at all times, as well as operating 22 motorized valves for the same reason.

All engines, trucks, and command vehicles have been equipped with Mutual Aid radios. 21 of 40 ambulances have been completed as well. The project is on track for completion by May 1 of 2008.

The Department is working on the Homeland Security 2008 [UASI] grant funding. Chief Massetani noted that Homeland Security Chief Navarro would be retiring in mid-March. Assistant Chief Bob Navarro has a combined service time of over 30 years to the City and County of San Francisco; he was with the DPH and came over to Fire in 1997. Chief Massetani wished him well in retirement, but added that a gap of institutional knowledge will be left.

Management Information Services are working with the Division of Training and the Clothing Depot. A tracking system has been developed for all equipment, clothing equipment and PPE equipment given to the members.

Planning and Research is preparing proposals for the final phase of the EMS Reconfiguration and the deactivation of four static ambulances. Staff is also working with the Division of Training to post all training manuals on the computer system. Chief Massetani reminded the commission that the revision of the training manuals have all been completed and have been distributed to all Department companies. Chief Massetani added that over 250 sets of manuals have been sent to the field.

There has been a 25 percent increase in members on disability between January 2008 and January 2007. In 2007, there were, on average, 47 members on disability. This year the average is 59 members.

Investigative Services has completed 29 random drug and alcohol testing, and all were negative. ISB officers also completed two post-accident drug and alcohol testing tests, and both of those were negative. There are two active investigations currently assigned to ISB which will hopefully be complete in the next 45 days and forwarded to the Chief of Department and of Operations.

Chief Massetani noted that Dr. Terrazas is going to be a Board member for the Firefighters Cancer Foundation.

Commissioner Nakajo asked for an update on the application process for Fire Commission Secretary. Chief Hayes-White called Jesusa Bushong up to answer questions on that topic. Ms Bushong stated that the Job Announcement has yet to be posted. She stated that the position exchange has not been finalized between the position in the Chief's office that needs to be swapped with the Fire Commission Secretary. Discussion ensues with Commissioners asking questions and Ms Bushong and Chief Hayes-White answering.

Commissioner Nakajo then asked about the Chief's Residence, jurisdiction and responsibility.

Discussion ensues with the Commission asking and the Chief answering.

Commissioner Makras asked if the Department was working with the City Attorney and what was the city attorney doing on behalf of the department. Chief Massetani replied that the City Attorney was looking to reimbursement for costs of repair.

Commissioner Makras asked for more detail on the sale of the Training Manuals. Chief Massetani replied that a full set sells for \$169. A CD containing all of the manuals in PDF format sells for \$5. Chief Massetani added that one complete set of manuals is required for every company in the City.

Commissioner Conroy asked if the fees were to cover the costs of printing and reproduction. Chief Massetani replied in the affirmative. He stated the Department is not charging more for the manuals than the cost of production.

Discussion ensues between Chief Massetani and the Commission regarding the manuals and the new APR particulate masks.

Commissioner Lau asked if the projected surplus was still holding true. Chief Massetani answered that it was.

Commissioner Lau then referred to an article that had been run that morning in the San Francisco Chronicle regarding overtime. Chief Massetani explained that the estimates in the '07-'08 were put in before the new year's MOU was actually approved and sent back. It went in with a budget that was actually already below the projected amount that would actually be needed. There were no COLAS put in for last year and then for the coming year.

So in reality, Chief Massetani explained, instead of having in the budget roughly \$10 million or \$12 million in overtime, it would have come in between \$17 million and \$19 million. So it looked like the overtime was doubling from 12 to 27 million dollars when, in reality, it increased more like from 19 to 22 or 27.

There were also a number of retirements, higher than projected. The Department projected 75 retirements for last year's budget. As of April, 2007, there were 57 retirements on the books. Then there were 51 additional retirements between April 1 and June 30. And then, in June alone, there were 27 retirements.

Overtime rose because of the retirements, spots had to be covered and apparatus had to be staffed. But, conversely, as Chief Massetani explained, because of the retirements, salary payouts actually decreased. The newspaper article did not explain that there is a salary savings because of the retirements and in paying overtime.

Discussion ensues on the topic between the Commission and Chiefs Massetani and Hayes-White.

Commissioner Lau asked Fire Marshal Schultheis about the High Rise Air Stations and Administrative Bulletins. Chief Schultheis replied that the administrative bulletins describe how that system is to be installed. That still has to come through the fire commission, and it's gone through its posting online on the Web site.

The document still needs to be approved by the Chief of Department and it will go through the Health and safety Committee, the high-rise committee, and then will come to the Fire Commission after being posted for another short period.

PERSONNEL REPORTS

a. Employee Actions

Reporting the following PERMANENT PROBATIONARY appointment effective February 11, 2008

1446 Secretary

Tirtza L. Pearl (vice: ASO Authorized)

Reporting the following PERMANENT appointment effective February 9, 2008

1654 Principal Accountant

Enrico Delara (vice: ASO Authorized)

Reporting that the following employee has passed probation

H3 Level 2 Paramedic

Name

Effective Date

Carnes, Dale C.

February 2, 2008

b. Separation

Reporting resignation of Permanent H3 Firefighter Paramedic Kyle J. McCarty, effective February 6, 2008.

c. Leaves of Absence

The Chief of Department has approved leave of absence with pay for Investigator Erika Lockhart, Bureau of Fire Investigation, for March 3-5, 2008 (3 days) to attend the California Conference of Arson Investigators seminar. The conference will be held in San Luis Obispo, CA. Investigator Lockhart will seek reimbursement for any expenses through the Department's Training Committee.

The Chief of Department has approved leave of absence with pay for Assistant Deputy Chief Barbara Schultheis, Fire Marshal, for February 20-23, 2008 (4 days) to attend the 2008 ICC Codes Forum. The conference is being sponsored by the International Code Council and will be held in Palm Springs, CA. ADC Schultheis will seek reimbursement for any expenses through the Department's Training Committee.

The Chief of Department has approved leave of absence with pay for Assistant Deputy Chief Pete Howes, Emergency Medical Services, for February 19, 21, 26 and 27, 2008 (4 days) to attend Plans Section Chief training. The course will be held in Menlo Park, CA. There will be no cost to the Department. Chief Howes will not be replaced.

Commissioner Lau called for public comment. No one approached.
Commissioner Lau closed public comment.

Commissioner Conroy voiced his welcome again to Doctor Terrazas.

Commissioner Nakajo, on behalf of himself and the entire commission, wished Chief Hayes-White a happy birthday.

Commissioner Lau shared that he has recently been diagnosed with a medical condition which will require surgery within 10 days. During the period of his recovery, he will be transferring the responsibilities of Commission President to Vice President Makras. He spoke very highly of Commissioner Makras and thanked him for helping during this difficult time.

Commissioner Lau adjourned the meeting at 7:20 PM.

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Monday, March 3, 2008 - 6:00 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A Conroy

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2. CASE NO. 07-10: COMMISSION DELIBERATIONS ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

in accordance with Section 4001 of the Rules and Regulations, Paramedic Veronica Riddick, has appealed her 2-day suspension for the period November 14/15, 2007. Paramedic Riddick is charged with violation of the Rules and Regulations as follows:

- SFFD Vehicle Operations Manual – Vehicle Operations Practices, Right of Way

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

a. Public Comment on Special Meeting Agenda Item; Possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action. [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b)

1. Public Comment on Agenda Item No. 2, including *[if there is a motion or request to go into Closed Session]* public comment on whether to go into Closed Session.

2. *If there has been a motion or request to go into Closed Session:* Vote on whether to hold Closed Session. ***[Action Item]***

b. Deliberations/Possible Action, Open or Closed Session

1. Deliberations, and possible action on Suspension Appeal **[Action Item]**

c. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action Item]**

3. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION



FIRE COMMISSION SPECIAL MEETING

Tuesday, March 4, 2008 - 5:30 PM

698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

Commissioner Paul Conroy, Hearing Officer

2. CASE NO. 07-12: HEARING ON EMPLOYEE SUSPENSION APPEAL [*Action Item*]

Hearing on employee suspension appeal in accordance with Section 4001 of the Rules and Regulations, Firefighter Stephen Kloster, has appealed his 2-day suspension for the period January 4/5, 2008. Firefighter Kloster is charged with violation of the Rules and Regulations as follows:

- Section 3905 – Unfamiliarity with Rules
- Section 3915 – Proper Behavior
- Section 3919 – Unacceptable Language
- Section 3923 – Disobedience
- Section 3924 - Insubordination

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

- A. Public comment on all matters pertaining to Agenda Item 2, including anything pertaining to the complaint and whether to hold the hearing in closed session
- B. Decision by Hearing Officer on whether to hold the hearing in closed session
- C. Hearing on complaint (in open or closed session per the Hearing Officer's decision)
- D. If closed session is held, reconvene in open session

3. ADJOURNMENT

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THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION
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SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Wednesday, March 5, 2008 - 5:30 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A Conroy

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2. CASE NO. 08-02: COMMISSION DELIBERATIONS ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

In accordance with Section 4001 of the Rules and Regulations, Firefighter David Johnson, has appealed his 8-day suspension for the period January 6 through January 18, 2008. Firefighter Johnson was suspended for violation of the Rules and Regulations as follows:

- Section 1502 – Valid Operator's License
- Section 3905 – Unfamiliarity with Rules
- Section 3923 – Disobedience

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

a. Public Comment on Special Meeting Agenda Item; Possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action. [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b)

1. Public Comment on Agenda Item No. 2, including *[if there is a motion or request to go into Closed Session]* public comment on whether to go into Closed Session.

2. *If there has been a motion or request to go into Closed Session:* Vote on whether to hold Closed Session. ***[Action Item]***

b. Deliberations/Possible Action, Open or Closed Session

1. Deliberations, and possible action on Suspension Appeal **[Action Item]**

c. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action Item]**

3. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Wednesday, March 5, 2008 - 6:00 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A Conroy

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2. CASE NO. 07-09: COMMISSION DELIBERATIONS ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

in accordance with Section 4001 of the Rules and Regulations, Firefighter Anthony Bendik, has appealed his 4-day suspension for the period November 30/December 1 and December 3/4, 2007. Firefighter Bendik is charged with violation of the Rules and Regulations as follows:

- Section 3905 – Unfamiliarity with Rules
- Section 1501 – Vehicle Operations Manual
- Vehicle Operations Manual, Section 3.3 – Seat Belts

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

a. Public Comment on Special Meeting Agenda Item; Possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action. [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b)

1. Public Comment on Agenda Item No. 2, including *[if there is a motion or request to go into Closed Session]* public comment on whether to go into Closed Session.

2. *If there has been a motion or request to go into Closed Session:* Vote on whether to hold Closed Session. ***[Action Item]***

b. Deliberations/Possible Action, Open or Closed Session

1. Deliberations, and possible action on Suspension Appeal **[Action Item]**

c. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action Item]**

3. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION



Fire Commission Regular Meeting

Thursday, March 13, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

Chief of Department	Joanne Hayes-White
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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Action]*

Discussion and possible action to approve the minutes of the Regular Meeting of February 28th, 2008 and the Special Meeting of February 28th, 2008 (4 PM).

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San Francisco Fire Commission

DISABILITY ACCESS

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The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving this location: 15 Third, 42 Downtown Loop, and N Judah (Second and King). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

The following services are available on request 48 hours prior to the meeting: (1) American Sign Language interpreters; (2) use of readers, (3) sound enhancement system, and (4) alternative formats of the agenda and minutes. Please contact Tania Bauer, Secretary, Fire Commission, at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

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PROHIBITING THE USE OF CELL PHONES, PAGERS AND SIMILAR DEVICES DURING PUBLIC MEETINGS

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4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(February 10th, 2008 through March 6th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From James Corrigan, regarding his experiences as a San Francisco Firefighter. Copy: Commissioners, Chief of Department.
2. From Supervisor Bevan Dufty, regarding future use of The Chief's Residence. Copy: Commissioners, Chief of Department.
3. From John Hanley, Firefighters Local 798, regarding the H-40 Battalion Chief's examination. Copy: Commissioners.
4. From James Corrigan, detailing his experiences in San Francisco Fire Stations. Copy: Commissioners, Chief of Department.
5. From James Corrigan, commenting on the Commission's website. Copy: Commissioners.
6. From the Idriss Sterley Foundation, regarding conditions in San Francisco. Copy: Commissioners, Chief of Department
7. From Paul Graham, regarding health care provision in San Francisco. Copy: Commissioners, Chief of Department

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Henry Karnilowicz, Occidental Express, General Contractors and Consultants, commending the staff of Plan Check. Copy: Commissioners.
2. From Jerome Ghigliotti, thanking Paramedics Steve & Irene Ager for their care and comfort. Copy: Commissioners.
3. From Tyrone Pruitt, Director, SF Fire Youth Academy, commending Paramedic Captain Terry Hogue, Inspector Terry Gee and Mister Tian Yu Wong for their volunteer service with the Fire Youth Academy. Copy: Commissioners

5. WELLNESS AND FITNESS PROGRAM [Discussion and possible action]

Discussion and possible action on a resolution authorizing the San Francisco Fire Department to accept and expend \$1,173,212 in grant funds from the Federal Emergency Management Agency (FEMA) for the development and implementation of a comprehensive Wellness and Fitness Program for uniformed members.

6. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS (Discussion)

Discussion and possible action to approve 51 of 54 proposed Fire Department Administrative Bulletins. The draft bulletins were posted on the Department's website for over 30 days in accordance with San Francisco Fire Code requirements, and the Department conducted a public hearing on Monday, February 11, 2008 to allow the public to provide input on the proposed bulletins. The remaining three bulletins are pending further review by the Department and will be presented at a future meeting. Those bulletins are: 3.01 High-Rise Annunciation Panels, 5.07 Air Replenishment Systems, and 5.08 Elevators for Firefighter Use.

7. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM OPERATIONS

Report on overall operations from February 13, 2008 through March 11th, 2008.

PERSONNEL REPORTS

a. Division of Fire Prevention & Investigation

Submitting monthly report from Division of Fire Prevention & Investigation concerning activities performed during February 2008.

b. Employee Actions

Reporting the following PERMANENT EXEMPT appointment effective February 25, 2008:

2233 Supervising Physician Specialist
Ramon J. Terrazas (vice: ASO Authorized)

Reporting the following TEMPORARY EXEMPT (as-needed) appointment effective February 25, 2008:

7334 Stationary Engineer
Garry W. McDougal (vice: Homer Oswald)

Reporting that the following employee has passed probation:

5215 Fire Protection Engineer

Name

Corbett, Jon R.

Effective Date

February 13, 2008

Separations

Reporting resignation of permanent 1062 IS Programmer Analyst Robert A. Fernandez, effective February 28, 2008.

Reporting layoff of exempt 2230 Physician Specialist Ira Lubell, effective February 23, 2008.

Reporting layoff of exempt 2232 Sr. Physician Specialist Peter Rill, effective February 23, 2008.

Return to permanent position

Reporting exempt H-51 Assistant Deputy Chief Lorrie A. Kalos returning to permanent H-40 Battalion Chief position.

c. Leaves of Absence with Pay

Per the Memorandum of Understanding Side Letter between the City and County of San Francisco and the San Francisco Fire Fighters Local 798, the Chief of Department has approved a leave of absence with pay for the members listed below, in order to attend the 2008 Alfred K. Whitehead Legislative Conference to be held in Washington, DC beginning on March 9, 2008 through March 12, 2008.

The members are:

Name	Rank	Assignment	Dates for Approved Leave
Shon Buford	H-2 Firefighter	Rescue Squad 2	March 12, 2008 – 1 day (24 hours)
John Chung	H-2 Firefighter	Engine 17	March 9, 2008 March 12, 2008 – 2 days (48 hours)
Daniel Dunnigan	H-2 Firefighter	Engine 23	March 10, 2008 – 1 day (24 hours)
Thomas O'Connor	A/H-20 Lieutenant	Station 49	March 11, 2008 – 1 day (24 hours)
Michael Walsh	A/H-20 Lieutenant	Engine 44	March 10, 2008 – 1 day (24 hours)

The Department will not incur any travel related costs for these members to attend the Conference. These members will be backfilled for the above listed days.

Submitting requests for leaves of absence with pay for the time period from August, 2007 through August, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	1654 Principal Accountant	62
1	7388 Utility Plumber	12
9	H2 Firefighter	138
2	H3 Paramedic	18
2	H3 Firefighter/Paramedic	46
1	H28 Lieutenant	48
2	H33 Rescue Captain	40
Total Number of Days with Pay		364

Submitting requests for intermittent leaves with pay for the time period from January, 2008 through June, 2009 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Dates of Leave</i>
1	H2 Firefighter	Jan 17, 2008 – Jan 6, 2009
1	H2 Firefighter	Mar 1, 2008 – Aug 31, 2008
1	H2 Firefighter	Aug 1, 2008 – May 23, 2008
1	H2 Firefighter	Jul 8, 2008 – Jun 7, 2009
1	H2 Firefighter	Aug 15, 2008 – Jun 2, 2008
1	H2 Firefighter	Jan 10, 2008 – Jan 9, 2009
1	H2 Firefighter	Mar 20, 2008 – Mar 19, 2009
1	H2 Firefighter	Feb 4, 2008 – Feb 4, 2009
1	H3 Paramedic	Jun 25, 2008 – Mar 31, 2009
1	H3 Paramedic	Jan 31, 2008 – Jan 31, 2009
1	H3 Firefighter/Paramedic	Apr 16, 2008 – Apr 15, 2009
1	H20 Lieutenant	Jan 2, 2008 – Apr 2, 2008

d. Leaves of Absence without Pay

Submitting requests for leaves of absence without pay for January, 2008 through February, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	H2 Firefighter	20
Total number of Days w/o Pay		20

8. **ADJOURNMENT**

Fire Commission

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March 13, 2008

FIRE COMMISSION REGULAR MEETING

Thursday, March 13, 2008- 6:00 p.m.

698 Second Street, Room 102, San Francisco, CA 94107

The meeting was called to order by Vice President Makras at 6 PM

1. On ROLL CALL, the following were present:

President	George Lau	excused
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul Conroy	present

Joanne Hayes-White	Chief of Department
Richard Kochevar	Deputy Chief - Operations
Gary Massetani	Deputy Chief – Administration

Assistant Deputy Chiefs

Peter Howes	Division of Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training

Pat Casserly

Airport Division

Robert Navarro

Homeland Security

Assistant Chiefs

Johnny Lo

Division 2

Audrey Lee

Division 3

Staff

Sebastian Wong

Section Chief, EMS Operations

Ramon Terrazas

Department Physician

Jesusa Bushong

Human Resources

Natalie Levchenko

Firefighter/Paramedic

June Waechtler

Grant Section

2. PUBLIC COMMENT

Commissioner Makras called for public comment. No one approached.
Commissioner Makras closed public comment.

3. APPROVAL OF THE MINUTES

Two sets of minutes were prepared; the Regular Meeting of February 28, 2008, and the Special Meeting of February 28, 2008 (4 PM).

Commissioner Makras called for a Motion to approve the minutes. Commissioner Nakajo Moved. Commissioner Conroy Seconded. Commissioner Makras called for public comment. No one approached. Commissioner Makras closed public comment. All

Commissioners were in Favor. There were no Nays.

4. COMMUNICATIONS RECEIVED BY COMMISSION
(February 10th, 2008 through March 6th, 2008)

Commissioner Makras called for any discussion by members of the commission. Commissioner Nakajo asked that The Chief discuss two issues in her report; a letter from Tyrone Pruitt about the Firefighters Fire Youth Academy and a letter from Local 798 dated February 28, 2008. Commissioner Conroy also asked to discuss a letter that was issued from Supervisor Bevan Dufty's office.

Commissioner Makras called for public comment. No one approached. Commissioner Makras closed public comment.

5. WELLNESS AND FITNESS PROGRAM

Chief Hayes-White called Deputy Chief Gary Massetani forward to speak about the grant and program for Wellness & Fitness. The grant awarded was for \$1.46 million, and the Department had a matching fund of \$293,000. Over \$700,00 of the grant funds will go towards annual health checks for all members. The remaining funds will be allocated for physical fitness equipment for all of the stations, as well as headquarters and other facilities. Funding will also cover the cost of training 25 firefighters to be peer fitness trainers for the members, plus monies necessary for back-filling these positions when needed. The program will also require a software package to track members and other fitness information.

Chief Massetani added that, should the Commission approve acceptance of the grant and adoption of the program, Firefighter/Paramedic Natalie Levchenko would be the member selected to oversee the project. Chief Massetani introduced FF/PM Levchenko. Chief Massetani also introduced June Waechtler, who drafted the grant proposal and was instrumental in securing the grant for the Department.

Commissioner Conroy asked if the new Department Physician would be participating in the program. Chief Massetani answered in the affirmative.

Discussion ensues with Commissioners asking questions and Chiefs Hayes-White and Massetani answering.

Commissioner Makras called for public comment. No one approached. Commissionr Makras closed public comment and called for a Motion to accept and expend the grant monies. Commissioner Conroy moved. Commissioner Nakajo seconded. All were in favor. There were no Nays.

6. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS (Discussion)

Chief Hayes-White called Fire Marshal Barbara Schultheis forward to discuss the bulletins.

Chief Schultheis reviewed the purpose of the Administrative Bulletins and credited DCA Katie Porter for making the process more transparent by bringing the Administrative Bulletins before the

Commission. Bulletins were posted for 30 days on the Department Web site. A public hearing was held on Monday, February 11. There are a total of 54 bulletins; only 51 are being presented, three of the bulletins are not yet finalized.

Discussion ensued with the Commission asking questions about the process, the Administrative Bulletins and the Fire Code, and Chief Schultheis and Deputy City Attorney Katie Porter answering.

Commissioner Makras called for public comment. No one approached. Commissioner Makras closed public comment

7. CHIEF OF DEPARTMENT'S REPORT [Discussion]

The Chief reported that the Department is on track with its 07-08 budget and that the 08-09 budget was submitted in a timely fashion. The Chief detailed the members of the budget committee and stated that Department staff will be approaching each of these members – as well as the other members of the Board of Supervisors – in the coming weeks.

The Chief noted that a blended EMT & Paramedic H-3-Level I & II class will begin on March 17 and graduation is targeted for May 9. The Chief added that this class symbolizes the conclusion of the EMS reconfiguration, which took about 24 months to accomplish.

The Chief reviewed the components of the H40 battalion chief's exam; a fire scene simulation, an in basket exercise, and a community relations exercise. The Chief wished all of the candidates very much good luck in their studies and on the examination.

The Chief mentioned the Lieutenant's test and commented on the much larger scale of the test, due to the number of potential applicants. A job announcement has been drafted and is currently at Local 798 for a 15 day business review.

The Chief repeated her compliments to all members who worked on getting the Health & Wellness grant for the Department. She also introduced Tirtza Pearl, who joined the department as a 1446 secretary and welcomed her to the Department.

The Chief also acknowledged Chief of Training Tom Siragusa and Support Services Analyst Tania Fokin for their efforts in adopting and implementing a recycling and composting program throughout the department.

The Chief mentioned a recent meeting between herself, Chief Massetani, CFO Dawson and the Director of the PUC regarding potential coordination opportunities related to the recycled water project and its use in the Auxiliary Water Supply System.

The Chief commented on the City Attorney document regarding the use of The Chief's Residence on Bush Street. The fire department is responsible for the maintenance of that property and in conjunction with the chief administrative officer there was no violation necessarily in allowing the use of the residence on a temporary basis, although there is some language in there related to minimal expense for those that might be residing there.

Discussion ensued between the Commissioners and The Chief regarding the Residence, the Firefighter's Fire Youth Academy and comments from

Local 798 President John Hanley regarding the H-40 Battalion Chief's examination.

Commissioner Nakajo asked for an update on Vehicle Accidents in the Department. The Chief stated a presentation could be provided. He added his desire to see members or representatives of Local 798 participating in the issue of safety and accidents.

Further discussion ensued regarding the 870 Bush Street property.

Commissioner Conroy asked about the process for hiring a new Commission Secretary. The Chief called Jesusa Bushong forward to report on the process and progress.

Commissioner Conroy added a question about the recycled water and the corrosive properties affecting the Department's AWSS pipes.

The Chief noted that the concern was more regarding the formation of algae and an odor developing. That could be negated by more use and constant system flushing. A concern is regarding the age of the AWSS pipes and could they withstand the added stress of constant flushing.

Commissioner Makras called for public comment. Larry Bradshaw, SEIU Local 1021, approached. He voiced his concern over dispatch of ambulances and the issue of down-grading lights-and-sirens calls. Mister Bradshaw also commented on his concerns of closing 24-hour ambulances and making the units dynamically deployed.

Commissioner Makras called for the Operations Report. Chief Hayes-White noted that Chief Kochevar attended a Lion's Club dinner to represent the department. Several Department members were recognized

at that dinner; Todd Kawaguchi, Sola Chuop, Steven Foster, Mary Tse, Jeff Chin, and Zachary Pumphrey.

Chief Hayes-White also acknowledged that tonight was the final commission meeting for Homeland Security Assistant Deputy Chief Robert Navarro. She commented on Chief Navarro's long and dedicated service (32 years) to the City of San Francisco.

Chief Navarro thanked the Chief and the Commission.

Chief Kochevar noted only one Greater Alarm fire during the past reporting period. 77 Cuvier Street, near Bosworth and Alemany. Robert Serrano was the Incident Commander.

Meetings continue regarding the Olympic Torch Relay that will occur on April 9.

The Department of Emergency Communications on Turk Street is undergoing a major remodel of the dispatch floor. There are ongoing meetings to reconfigure the actual police and dispatch positions.

Effective February 15, Station 70 was deactivated and reopened as Station 49. Station 49 already existed; it's just a number change, so now you'll hear Station 49 as opposed to Station 70.

Last week apparatus from Station 8 were relocated to Station 29 for 48 hours due to termite spraying.

Pediatric Advanced Life Support, or PALS, recertification is currently ongoing. Paramedics go through pediatric refresher training annually and it will run through early April.

On March 7, crews from Engine 25, 17 and Medic 17 and RC-4 did a nice resuscitation of a female patient. All members contributed to the excellent and good outcome of this patient.

Commissioner Makras called for public comment. No one approached. Commissioner Makras closed public comment.

Commissioner Nakajo complimented Chief Navarro on his service and his pride in his job and his uniform. Chief Hayes-White added the sentiment all are feeling towards president of the commission, George Lau, who is recovering tonight.

The meeting was adjourned at 8 PM.

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FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, March 27, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

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Chief of Department	Joanne Hayes-White
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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES [Action]

Discussion and possible action to approve the minutes of the Regular Meeting of March 13, 2008.

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San Francisco Fire Commission

DISABILITY ACCESS

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4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(March 7th, 2008 through March 20th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From Scott Douglas, advising of an allegedly faulty fire alarm. Copy: Commissioners, Fire Marshal.
2. From Robert Lee, commenting on recent personnel changes. Copy: Commissioners.
3. From Matthew Tsou, regarding funding for the NERT program. Copy: Commissioners.
4. From James Corrigan, commenting on his experiences as a San Francisco Firefighter. Copy: Commissioners.

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Donna Lew, American Heart Association, thanking members of the Department for their participation in Heart Health Career Day at John Yehall Chin Elementary School. Copy: Commissioners.

5. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM ADMINISTRATION

Report on Administrative Divisions, ongoing projects, Fleet & Facilities and the current budget.

PERSONNEL REPORTS

a. Physician's Office

Submitting monthly report from Physician's Office regarding activities and updates from February/March 2008.

b. Employee Actions

Reporting the following TEMPORARY EXEMPT appointment (rehire) effective February 27, 2008:

2232 Senior Physician Specialist
Peter Rill (vice: Tx'd from 2230 position)

Reporting the following PERMANENT PROBATIONARY appointment effective March 17, 2008:

H3 Level 1 EMT

Sarah E. Bartel (vice: ASO Authorized)
Brian R. Buna (vice: ASO Authorized)
Christopher P. Chambre (vice: ASO Authorized)
Christina M. Clark (vice: ASO Authorized)
Jared F. Cooper (vice: ASO Authorized)
Matthew W. Faris (vice: ASO Authorized)
Tyrone Harper (vice: ASO Authorized)
Jonathan M. Honda (vice: ASO Authorized)
Michael J. Horta (vice: ASO Authorized)
Laura L. Howlett (vice: ASO Authorized)
Tszlap Ko (vice: ASO Authorized)
Jeffrey P. Marcaletti (vice: ASO Authorized)
Dustin P. Nunnery (vice: ASO Authorized)
Ryan P. Watson (vice: ASO Authorized)
William Wong (vice: ASO Authorized)

H3 Level 2 Paramedic

Mark P. Austria (vice: ASO Authorized)
Christopher M. Blair (vice: ASO Authorized)
Steven M. Brantley (vice: ASO Authorized)
Jeffrey A. Covitz (vice: ASO Authorized)
Jason C. Eakle (vice: ASO Authorized)
Timothy H. Finch (vice: ASO Authorized)
Michael J. Harper (vice: ASO Authorized)
Brett C. Lynch (vice: ASO Authorized)
Ross O'Reilly (vice: ASO Authorized)
Gregory N. Perata (vice: ASO Authorized)
Stephen M. Shaw (vice: ASO Authorized)
Ryan P. Shea (vice: ASO Authorized)
Deepa Waland (vice: ASO Authorized)
Jeremiah J. Ribeiro (vice: ASO Authorized)

Retirements

Communications received from Retirement Board indicating the following members have retired:

<i>Name</i>	<i>Rank</i>	<i>Years of Service</i>	<i>Type</i>	<i>Retirement Date</i>
Blesching, Uwe	H3	21.5	Service	March 7, 2008
Duazo, Kristen T.	H2	8	Disability	March 1, 2007
Howard, Alphonso	H20	29.5	Service	March 3, 2008
Payne, Robert W.	H3	16.5	Disability	November 1, 2006

Retirement Certificate will be presented at an upcoming Fire Commission Meeting

c. Leaves of Absence with Pay

The Chief of Department has approved leave of absence with pay for Lieutenant Erika Arteseros, NERT Coordinator, for April 8-11, 2008 (4 days) to attend the Citizen Medical Reserve Corps National Conference. The conference will be held in Portland, Oregon. There is no cost to the Department for Lieutenant Arteseros' attendance. She will not be replaced.

The Chief of Department has approved leave of absence with pay for Firefighters Greg Steil and Mike Celona, Mobile Air 1, for March 18- 20, 2008, to attend the SCOTT Health & Safety Overhaul Training Seminar. The course will be held at McClellan Air Force Base in Sacramento, California. This training is necessary for the members to be certified in SCOTT and respiratory apparatus repair and maintenance. SCOTT has waived entrance fees. Firefighters Steil and Celona will seek reimbursement for any expenses through the Department's Training Committee.

The Chief of Department has approved leave of absence with pay for Paramedic Captain Robert Kuzma, Administration Division, for March 18-20, 2008 (3 days) to meet with ATC and Ferrara Fire Apparatus in Nappanee, Indiana. The purpose of this trip is to perform the mid-construction inspection of the Incident Command Vehicle. All expenses, including airfare, lodging, and meals are included in the grant funded purchase price of the vehicle. There will be no cost to the Department. Captain Kuzma will not be replaced.

The Chief of Department has approved leave of absence with pay for Doctor Ramon Terrazas, Department Physician, for April 10-16, 2008 (6 days) to attend the American Occupational Health Conference. The conference will be held in New York City. Doctor Terrazas will seek reimbursement for any expenses through the Department's Training Committee.

Leaves of Absence with Pay

Submitting requests for leaves of absence with pay for the time period from October, 2007 through April, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	1222 Sr. Payroll & Personnel Clerk	9
1	7388 Utility Plumber	7
5	H2 Firefighter	118
1	H3 Firefighter/Paramedic	30
2	H20 Lieutenant	14
1	H120 Fireboat Pilot	10
Total Number of Days with Pay		188

Submitting requests for intermittent leaves with pay for the time period from February, 2008 through March, 2009 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Dates of Leave</i>
1	H2 Firefighter	Mar 24, 2008 – Mar 24, 2009
1	H2 Firefighter	Mar 1, 2008 – Feb 28, 2009
1	H2 Firefighter	Mar 15, 2008 – Mar 15, 2009
1	H30 Captain	Feb 19, 2008 – Feb 19, 2009

Leaves of Absence without Pay

Submitting requests for leaves of absence without pay for February, 2008 through March, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
2	H2 Firefighter	28
Total number of Days w/o Pay		28

6. ADJOURNMENT

Fire Commission

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March 27, 2008

Fire Commission Regular Meeting

Thursday, March 27, 2008, 6:00 p.m.

698 Second Street, Room 102 n San Francisco n California n 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

Chief of Department	Joanne Hayes-White
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GOVERNMENT
DOCUMENTS DEPT

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2. PUBLIC COMMENT

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Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Action]*

Discussion and possible action to approve the minutes of the Regular Meeting of March 13, 2008.

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San Francisco Fire Commission

DISABILITY ACCESS

The Fire Commission regularly meets at Fire Department Headquarters, Room 102, 698 Second Street on the 2nd and 4th Thursday of the month.

The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving this location: 15 Third, 42 Downtown Loop, and N Judah (Second and King). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

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In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

PROHIBITING THE USE OF CELL PHONES, PAGERS AND SIMILAR DEVICES DURING PUBLIC MEETINGS

The ringing and use cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]

(March 7th, 2008 through March 20th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From Scott Douglas, advising of an allegedly faulty fire alarm. Copy: Commissioners, Fire Marshal.
2. From Robert Lee, commenting on recent personnel changes. Copy: Commissioners.
3. From Matthew Tsou, regarding funding for the NERT program. Copy: Commissioners.
4. From James Corrigan, commenting on his experiences as a San Francisco Firefighter. Copy: Commissioners.

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Donna Lew, American Heart Association, thanking members of the Department for their participation in Heart Health Career Day at John Yehall Chin Elementary School. Copy: Commissioners.

5. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM ADMINISTRATION

Report on Administrative Divisions, ongoing projects, Fleet & Facilities and the current budget.

PERSONNEL REPORTS

a. Physician's Office

Submitting monthly report from Physician's Office regarding activities and updates from February/March 2008.

b. Employee Actions

Reporting the following TEMPORARY EXEMPT appointment (rehire) effective February 27, 2008:

2232 Senior Physician Specialist

Peter Rill (vice: Tx'd from 2230 position)

Reporting the following PERMANENT PROBATIONARY appointment effective March 17, 2008:

H3 Level 1 EMT

Sarah E. Bartel (vice: ASO Authorized)

Brian R. Buna (vice: ASO Authorized)

Christopher P. Chambre (vice: ASO Authorized)

Christina M. Clark (vice: ASO Authorized)
 Jared F. Cooper (vice: ASO Authorized)
 Matthew W. Faris (vice: ASO Authorized)
 Tyrone Harper (vice: ASO Authorized)
 Jonathan M. Honda (vice: ASO Authorized)
 Michael J. Horta (vice: ASO Authorized)
 Laura L. Howlett (vice: ASO Authorized)
 Tszlap Ko (vice: ASO Authorized)
 Jeffrey P. Marcaletti (vice: ASO Authorized)
 Dustin P. Nunnery (vice: ASO Authorized)
 Ryan P. Watson (vice: ASO Authorized)
 William Wong (vice: ASO Authorized)

H3 Level 2 Paramedic

Mark P. Austria (vice: ASO Authorized)
 Christopher M. Blair (vice: ASO Authorized)
 Steven M. Brantley (vice: ASO Authorized)
 Jeffrey A. Covitz (vice: ASO Authorized)
 Jason C. Eakle (vice: ASO Authorized)
 Timothy H. Finch (vice: ASO Authorized)
 Michael J. Harper (vice: ASO Authorized)
 Brett C. Lynch (vice: ASO Authorized)
 Ross O'Reilly (vice: ASO Authorized)
 Gregory N. Perata (vice: ASO Authorized)
 Stephen M. Shaw (vice: ASO Authorized)
 Ryan P. Shea (vice: ASO Authorized)
 Deepa Waland (vice: ASO Authorized)
 Jeremiah J. Ribeiro (vice: ASO Authorized)

Retirements

Communications received from Retirement Board indicating the following members have retired:

<i>Name</i>	<i>Rank</i>	<i>Years of Service</i>	<i>Type</i>	<i>Retirement Date</i>
Blesching, Uwe	H3	21.5	Service	March 7, 2008
Duazo, Kristen T.	H2	8	Disability	March 1, 2007
Howard, Alphonso	H20	29.5	Service	March 3, 2008
Payne, Robert W.	H3	16.5	Disability	November 1, 2006

Retirement Certificate will be presented at an upcoming Fire Commission Meeting

c. Leaves of Absence with Pay

~~The Chief of Department has approved~~ leave of absence with pay for Lieutenant Erika Arteseros,

NERT Coordinator, for April 8-11, 2008 (4 days) to attend the Citizen Medical Reserve Corps National Conference. The conference will be held in Portland, Oregon. There is no cost to the Department for Lieutenant Arteseros' attendance. She will not be replaced.

The Chief of Department has approved leave of absence with pay for Firefighters Greg Steil and Mike Celona, Mobile Air 1, for March 18- 20, 2008, to attend the SCOTT Health & Safety Overhaul Training Seminar. The course will be held at McClellan Air Force Base in Sacramento, California. This training is necessary for the members to be certified in SCOTT and respiratory apparatus repair and maintenance. SCOTT has waived entrance fees. Firefighters Steil and Celona will seek reimbursement for any expenses through the Department's Training Committee. The Chief of Department has approved leave of absence with pay for Paramedic Captain Robert Kuzma, Administration Division, for March 18-20, 2008 (3 days) to meet with ATC and Ferrara Fire Apparatus in Nappanee, Indiana. The purpose of this trip is to perform the mid-construction inspection of the Incident Command Vehicle. All expenses, including airfare, lodging, and meals are included in the grant funded purchase price of the vehicle. There will be no cost to the Department. Captain Kuzma will not be replaced.

The Chief of Department has approved leave of absence with pay for Doctor Ramon Terrazas, Department Physician, for April 10-16, 2008 (6 days) to attend the American Occupational Health Conference. The conference will be held in New York City. Doctor Terrazas will seek reimbursement for any expenses through the Department's Training Committee.

Leaves of Absence with Pay

Submitting requests for leaves of absence with pay for the time period from October, 2007 through April, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
1	1222 Sr. Payroll & Personnel Clerk	9
1	7388 Utility Plumber	7
5	H2 Firefighter	118
1	H3 Firefighter/Paramedic	30
2	H20 Lieutenant	14
1	H120 Fireboat Pilot	10

Total Number of Days with Pay 188

Submitting requests for intermittent leaves with pay for the time period from February, 2008 through March, 2009 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Dates of Leave</i>
1	H2 Firefighter	Mar 24, 2008 – Mar 24, 2009
1	H2 Firefighter	Mar 1, 2008 – Feb 28, 2009
1	H2 Firefighter	Mar 15, 2008 – Mar 15, 2009

1

H30 Captain

Feb 19, 2008 – Feb 19, 2009

Leaves of Absence without Pay

Submitting requests for leaves of absence without pay for February, 2008 through March, 2008 for the following:

<i>No. of Members</i>	<i>Rank</i>	<i>Total amount of leave (days)</i>
2	H2 Firefighter	28
Total number of Days w/o Pay		28

6. ADJOURNMENT

SAN FRANCISCO



FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Tuesday, April 8, 2008 - 5:30 PM

698 Second Street, Room 201, San Francisco, CA 94107

AGENDA

04-01-08 03:52 RCYD

Item No.

1. ROLL CALL

DOCUMENTS DEPT.

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy

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2. CASE NO. 08-03: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS, OR OTHER ACTION ON CHARGES [Action item]

On February 15, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Fire Commission pursuant to Charter Section A8.343, alleging that Firefighter David Johnson failed to meet the minimum qualifications for the position of H-2 Firefighter, as required by the following:

- Department Rules and Regulations Section 1502 -- Valid Operator's License
- Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect prior to February 15, 2008)
- Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect after February 15, 2008)
- Department General Order 93 A-3

a. Public Comment on Special Meeting Agenda Item and possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

b. Votes on closed session:

(1) Whether to hold the hearing on the verified complaint in closed session [Action]

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(2) Whether to conduct deliberations in closed session **[Action]**

c. Hearing and Deliberations

(1) Hearing on charges (in open or closed session, per the Commission's vote)

(2) Deliberations and possible action on charges (in open or closed session, per the Commission's vote) **[Discussion and Possible Action]**

d. If closed session is held, reconvene in open session

(1) Report any action taken in closed session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)

(2) Vote to elect whether to disclose any or all closed session discussions **[Action]**

3. ADJOURNMENT

SAN FRANCISCO



FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, April 10, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White

2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Action]*

Discussion and possible action to approve the minutes of the Regular Meeting of March 27th, 2008.

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Meeting Cancelled

San Francisco Fire Commission

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Meeting Cancelled

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(March 21st, 2008 through April 4th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

1. From Steven Lockley, Ph.D., Harvard Medical School, regarding participation in a proposed study. Copy: Commissioners, Chief of Department
2. From James Corrigan, relating his experiences as a San Francisco Firefighter. Copy: Commissioners, Chief of Department
3. From Tami Espino, Double Day Office Services, regarding services offered to the City and County. Copy: Commissioners, Chief of Department

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Tyrone Pruitt, Director, SF Fire Youth Academy, commending Firefighter Ronald Perez for his volunteer service with the Fire Youth Academy. Copy: Commissioners
2. From the Unified Command – Cosco Busan Incident, commending the Fire Department for its assistance and response during the oil spill incident. Copy: Commissioners
3. From Susanna Cheng, Child Care Facilities Fund, commending Fire Inspector Patrick Stranahan for his educational presentations. Copy: Commissioners
4. From Mary Huss, Publisher, San Francisco Business Times, congratulating Chief Hayes-White on being named one of the 100 Most Influential Women in Business in the Bay Area. Copy: Commissioners

5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS (Action Item)

Discussion and possible action to approve 51 of 54 proposed Fire Department Administrative Bulletins. The remaining three bulletins are pending further review by the Department and will be presented at a future Commission meeting.

The proposed bulletins were posted on the Department's website for over 30 days in accordance with San Francisco Fire Code requirements, and the Department then held a public hearing on Monday, February 11, 2008 to allow the public to provide input on the proposed bulletins. The final versions of the 51 bulletins under consideration were posted on March 5, 2008. The Commission also discussed those bulletins as an agenda item at the March 13, 2008 meeting.

6. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM OPERATIONS

Report on overall operations, the Bureau of Fire Prevention & Investigation, Airport Division and the Division of Emergency Communications, from March 13, 2008 through April 8th, 2008.

7. ADJOURNMENT

Meeting Cancelled

SAN FRANCISCO FIRE COMMISSION



FIRE COMMISSION SPECIAL MEETING

Wednesday, April 16, 2008 - 5:30 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President George Lau
Vice President Victor Makras
Commissioner Stephen A. Nakajo
Commissioner Paul Conroy

2. CASE NO. 07-11; COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT AND POSSIBLE APPROVAL OF FINDINGS OF FACT, [Action]

In accordance with Section 4001 of the Rules and regulations, H2 Firefighter David Johnson has appealed his 6-day suspension for the period December 11/12, December 14/15 and December 17/18, 2007. Firefighter Johnson was suspended for violation of the Rules and Regulations as follows:

- Section 1502 - Valid Operator's License
- Section 3905 - Unfamiliarity with Rules
- Section 3923 - Disobedience

On February 14, 2008 the Commission denied the appeal and upheld the six-day suspension previously imposed. The Commission is now considering proposed Findings of Fact in relation to that Decision.

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public Comment on Special Meeting Agenda Item

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including the proposed Findings of Fact and whether to consider the matter in Closed Session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

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B. Vote on Closed Session:

1. Vote on whether to conduct deliberations on Findings of Fact in Closed Session. [Action]

C. Deliberations and Possible Action,

1. Deliberations and possible action on Findings of Fact (in open or closed session, per the Commission's vote) [Action]

D. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). [Action]

3. ADJOURNMENT

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2. If there has been a motion or request to go into Closed Session: Vote on whether

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 - Civil Service Commission: Rule 311: 311.7.3 - Confidentiality of Examination Questions

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SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Wednesday, April 16, 2008 - 6:30 PM

698 Second Street, Room 201, San Francisco, CA 94107

AGENDA

04-14-08 10:02 KCM

Item No.

1. ROLL CALL

DOCUMENTS DEPT.

President George Lau
Vice President Victor Makras
Commissioner Stephen A. Nakajo
Commissioner Paul A Conroy

APR 14 2008

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2. CASE NO. 08-01-: COMMISSION DELIBERATIONS AND POSSIBLE DECISION ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

In accordance with Section 4001 of the Rules and Regulations, Firefighter Stephen Kloster has appealed his 2-day suspension for the period January 4/5, 2008. Firefighter Kloster is charged with violation of the Rules and Regulations as follows:

- Section 3905 – Unfamiliarity with Rules
- Section 3915 – Proper Behavior
- Section 3919 – Unacceptable Language
- Section 3923 – Disobedience
- Section 3924 - Insubordination

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public Comment on Special Meeting Agenda Item

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including whether to consider the matter in Closed Session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

B. Vote on Closed Session:

1. Vote on whether to conduct deliberations on the suspension appeal in Closed Session.
[Action]

C. Deliberations and Possible Action

1. Deliberations and possible action on the suspension appeal (in open or closed session, per the Commission's vote) **[Action]**

D. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

3. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, April 24, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White r

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2. PUBLIC COMMENT

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3. APPROVAL OF THE MINUTES *[Action]*

Discussion and possible action to approve the minutes of the Regular Meeting of March 27th, 2008.

4. COMMUNICATIONS RECEIVED BY COMMISSION *[Discussion]* (March 21st, 2008 through April 18th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From Steven Lockley, Ph.D., Harvard Medical School, regarding participation in a proposed study. Copy: Commissioners, Chief of Department
2. From James Corrigan, relating his experiences as a San Francisco Firefighter. Copy: Commissioners, Chief of Department
3. From Tami Espino, Double Day Office Services, regarding services offered to the City and County. Copy: Commissioners, Chief of Department

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San Francisco Fire Commission

DISABILITY ACCESS

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The following services are available on request 48 hours prior to the meeting: (1) American Sign Language interpreters; (2) use of readers, (3) sound enhancement system, and (4) alternative formats of the agenda and minutes. Please contact Tania Bauer, Secretary, Fire Commission, at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

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PROHIBITING THE USE OF CELL PHONES, PAGERS AND SIMILAR DEVICES DURING PUBLIC MEETINGS

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COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Tyrone Pruitt, Director, SF Fire Youth Academy, commending Firefighter Ronald Perez for his volunteer service with the Fire Youth Academy. Copy: Commissioners
2. From the Unified Command – Cosco Busan Incident, commending the Fire Department for its assistance and response during the oil spill incident. Copy: Commissioners
3. From Susanna Cheng, Child Care Facilities Fund, commending Fire Inspector Patrick Stranahan for his educational presentations. Copy: Commissioners
4. From Mary Huss, Publisher, San Francisco Business Times, congratulating Chief Hayes-White on being named one of the 100 Most Influential Women in Business in the Bay Area. Copy: Commissioners
5. From Marie Brooks, complimenting the Fire Department on its rapid response to emergencies. Copy: Commissioners
6. From Fiona Ma, Assemblywoman, California State Legislature, thanking the Department for participating in the 2008 St Patrick's Day parade. Copy: Commissioners
7. From Thomas B Neff, CEO, FibroGen Corporation, recognizing Lieutenant Jerry Zari and Fire Marshal Barbara Schultheis for their professionalism and cooperative approach during the permitting process for FibroGen's Mission Bay facility. Copy: Commissioners

5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS (*Action Item*)

Discussion and possible action to approve 51 of 54 proposed Fire Department Administrative Bulletins. The remaining three bulletins are pending further review by the Department and will be presented at a future Commission meeting.

The proposed bulletins were posted on the Department's website for over 30 days in accordance with San Francisco Fire Code requirements, and the Department then held a public hearing on Monday, February 11, 2008 to allow the public to provide input on the proposed bulletins. The final versions of the 51 bulletins under consideration were posted on March 5, 2008. The Commission also discussed those bulletins as an agenda item at the March 13, 2008 meeting.

6. Gift for Division of Training Reference Library [*Discussion and possible action*]

Discussion and possible action to recommend that the Board of Supervisors accept a gift to the Fire Department from Fireman's Fund Insurance Company of equipment and materials valued at \$27,551.

The gift was directed to the Department through Fireman's Fund's Heritage Program by Wells Fargo of California Insurance Services, Inc., which directed \$10,424 of the gift, and American E&S, which directed \$17,127 of the gift. The gift consists of 3 computers, monitors, a server, software, training DVDs and reference materials, which the Department will use to develop a Reference Library at the Division of Training.

7. ARSON TASK FORCE - Presentation (*Discussion*)

Presentation to the Commission on the activities, operations and background of the San Francisco Arson Task Force.

8. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM ADMINISTRATION

Report on Administration Division activities, the 2008-2009 Budget and Fleet and Facilities

PERSONNEL REPORTS

a. Employee Actions

To be submitted.

b. Leaves of Absence with Pay

The Chief of Department has approved a leave of absence with pay for Investigator George Smith of the Bureau of Fire Investigation, March 31 through April 4, 2008 (5 days), to attend an Interview Techniques and Courtroom Testimony class. The class will be held at the National Fire Academy, Emmitsburg, Maryland. Costs of transportation, lodging and tuition fee will be covered by FEMA. Investigator Smith will seek reimbursement for meals through the Department's Training budget. Investigator Smith will not be replaced.

The Chief of Department has approved leave of absence with pay for Paramedic Captain Robert Kuzma, Administration Division, for April 1 - 3, 2008 (3 days) to meet with Applied Global Technologies and Ferrara Apparatus in Kennesaw, Georgia. The purpose of this trip is to finalize the configurations of the Communications and Video equipment for the Incident Command Vehicle. All expenses, including airfare, lodging, and meals are included in the grant funded purchase price of the vehicle. There will be no cost to the Department. Captain Kuzma will not be replaced.

The Chief of Department has approved a leave of absence with pay for Investigator Laura Kelly of the Bureau of Fire Investigation, May 12 through May 14, 2008 (3 days), to attend a Fire Cause and Origin Investigation class. The class will be held at the Public Agency Training Council, Tracy, California. Investigator Kelly will seek reimbursement for all expenses through the Department's Training budget. Investigator Kelly will not be replaced.

The Chief of Department has approved leave of absence with pay for Paramedic Captain Robert Kuzma, Administration Division, and Firefighter Paul Barry, Support Services Division, for April 15 - 17, 2008 (3 days) to meet with Applied Global Technologies and Ferrara Apparatus in Holden, Louisiana. The purpose of this trip is to perform the final inspection of the Mobile Command One Vehicle. All expenses, including airfare, lodging, and meals are included in the grant funded purchase price of the vehicle. There will be no cost to the Department. Captain Kuzma will not be replaced. Firefighter Barry will be replaced for one (1) shift during his absence.

9. ADJOURNMENT

FIRE COMMISSION REGULAR MEETING
Thursday, April 24, 2008- 6:00 p.m.
698 Second Street, Room 102, San Francisco, CA 94107

The meeting was called to order by President George Lau at 6 PM

1. On ROLL CALL, the following were present:

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul Conroy	present

Joanne Hayes-White	Chief of Department
Richard Kochevar	Deputy Chief - Operations
Gary Massetani	Deputy Chief - Administration

Assistant Deputy Chiefs

Peter Howes	Division of Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training - excused
Pat Casserly	Airport Division

Assistant Chiefs

Kirk Richardson	Division 2
Art Kenny	Division 3

Staff

Karl Sporer	EMS Medical Director
Seb Wong	Section Chief - EMS Division
June Waechtler	Finance Division - Grants
Tirtza Pearl	Administration
Karl Selchau	Arson Task Force

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2. PUBLIC COMMENT

Commissioner Lau called for public comment.

No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Commissioner Lau called for a Motion to approve the minutes of March 27, 2008.

Commissioner Nakajo Moved. Commissioner Makras Seconded. Minutes were approved as submitted.

4. COMMUNICATIONS RECEIVED BY COMMISSION

- From Steven Lockley, Ph.D., Harvard Medical School, regarding participation in a proposed study
- From James Corrigan, relating his experiences as a San Francisco Firefighter
- From Tami Espino, Double Day Office Services, regarding services offered to the City and County

Commissioner Lau called for any discussion by members of the commission.

Commissioner Nakajo stated he would hold his questions for The Chief's report.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS

The Administrative Bulletins had been discussed at the March 13th meeting. Fire Marshal Barbara Schultheis approached to answer any additional questions.

Commissioner Lau called for a motion to accept and approve the Bulletins. Commissioner Makras moved. Commissioner Conroy seconded. All were in favor.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

6. Gift for Division of Training Reference Library

Deputy Chief Gary Massetani and Finance Division staff June Waechtler presented the Resolution. Fireman's Fund Heritage Program is making a gift to the Department of materials, supplies, computers and servers, valued at \$ 27,000, for the expansion of the Resource Library.

Commissioner Nakajo was appreciative of all the work done to secure this gift. He asked about the location of the Library. Chief Massetani replied that it resides at 19th & Folsom (Division of Training).

The Commissioners asked for a report on the Library; an overview, its uses and expectations. Chief Massetani advised such a presentation could be provided.

Commissioner Lau called for a motion to authorize The Chief to accept the gift. Commissioner Conroy moved. Commissioner Nakajo seconded. All were in favor.

Commissioner Conroy also suggested a letter be sent to Fireman's Fund Heritage Program, thanking them for the gift.

7. ARSON TASK FORCE - Presentation

Captain Karl Selchau of the Arson Task Force and his staff presented a slideshow and narration about the Arson Task Force, its origins and activities.

Discussion ensued with Commissioners asking questions and Captain Selchau and staff responding.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

Following this presentation, the Commission took a 15 minute break.

CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Chief Hayes-White reported she and Deputy Chief Massetani met with the Budget Finance Committee on April 16. An agreement was reached on about \$884,000.

Chief Hayes-White stated she and Chief Massetani will continue to work closely with the Mayor's Budget Office and the Board of Supervisors. The Mayor is required to submit a balanced budget to the Board by June 1. Following that the departments go before the Budget Committee. By July 1 the Board must make some critical decisions. Chief Hayes-White deferred to Chief Massetani for further comment on the budget process.

Chief Hayes-White reported the current class is blended with 15 Level One EMTs and 14 Level Two Paramedics. It is anticipated that all 29 will graduate on May 9 at the Treasure Island Training Facility. All the commissioners are invited to participate in the ceremony on May 9.

March 28 a job announcement was posted for the H20 Lieutenant examination. There are 860 qualified applicants. The first component of the exam will occur on May 18. There will be two sessions broken down into halves.

On the 18th of April the preparation manuals were made available to all candidates. There is a period of time in which all candidates can submit questions, which will be responded to with answers provided to all the applicants.

Additionally, Local 798 has requested a workshop. This will be a question and answer session to which all members of the department are invited.

Chief Hayes White reported the H40 Battalion Chief examination process was completed on April 13. A total of 63 candidates successfully complete the process. The results will be available in early June. Approximately 25 vacancies are projected when the list is adopted. Very soon after the list is adopted 25 individuals will be promoted from that list.

The graders, who are members at the rank of Battalion Chief or above, arrived today. They are members from Honolulu Fire Department, Phoenix and Oklahoma City. They will be trained to rate the examinations for the Battalion Chief's Test

Chief Hayes White reported she will be completing a series of interviews this week for the two vacancies in the Assistant Deputy Chief rank in the Division of Support Services as well as the Division of Homeland Security. The two members will be joining the Command Staff probably the first week in May.

Chief Hayes White announced there was a felony conviction related to the 870 Bush incident that occurred on February 22. A person pled guilty on two felony counts. The other part of the process was full restitution to the property for damages incurred, around \$50,000.

Chief Hayes-White reported on last week's media attention surrounding response times related to medical calls from the point of call receipt at the division of emergency communications to the time of the call entering and then to dispatch of our units. We are working closely with the Mayor's Office, the Department of Public Health and the Department of Emergency Management to respond to some of the items that were in the article.

As a result of those articles, the Mayor issued an Executive Directive, whereby quarterly Chief Hayes-White will be meeting with the directors of the Departments of Emergency Management and Public Health to discuss overall response time.

Chief Hayes-White reported a very worthwhile exercise was held Sacred Heart High School. The event, "Every Fifteen Minutes", took place over two days with multiple agencies participating, including the California Highway Patrol and the San Francisco Police Department. It's a very intense program intended to spark conversation and thought related to drinking and driving, particularly for those that are underage. Operations as well as our Division of Training and Lt. [Arceros] from our NERT program also participated.

Chief Hayes-White stated the Fire Department will be participating in an upcoming exercise at St. Ignatius High School on April 30. A multiple agency drill will be held simulating an active shooter in a high school.

Chief Hayes-White stated that Chief Kochevar is working with the Meritorious Committee to be able to properly acknowledge the extra fine work done by some members who have gone "above and beyond". A ceremony is being planned.

Chief Hayes-White reported she was present at a meeting where the Mayor acknowledged members of the SFPD and five members from the Fire Department recently for the zoo incident.

Chief Hayes-White acknowledged Division Chief Art Kenney. Last week the Chief, in conjunction with the Phoenix Society honored Chief Kenney as the 2007 Firefighter of the Year.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

REPORT FROM ADMINISTRATION

Deputy Chief Administration Gary Massetani reported in the fiscal year '07-'08, the revenues have taken a drop for us all. The public safety sales tax revenues are below budget by an estimated \$1.6 million. The EMS revenue will probably be over by \$1-\$1.5 million.

Chief Massetani reported the expenses are on budget. The biggest savings is coming from salaries. There is a projected savings between \$1.7 and \$2 million for the year.

Chief Massetani reported during the meeting he and Chief Hayes-White attended with the Budget and Finance Committee Nan Coletti gave a briefing of how the City budget works out. She reported, on April 6, there's still approximately between \$183 million to \$180 million shortfall. The committee requested an additional 8 percent from the Fire Department. After some negotiation those funds were identified.

Chief Massetani reviewed the logistical plans for the H40 Battalion Chief and H20 Lieutenants exams.

Chief Massetani reported the Division of Training has been working on developing a couple of props for training at the 19th and Folsom facility. They have developed roof ventilation, confined space, and forcible entry props.

Chief Massetani reported there was a well attended NERT event April 19.

Chief Massetani reported at the Division of Training paramedics are learning how to use the 12 lead [Zoll] cardiac monitor. The paramedics are in preparation for wild land season coming up, attending the annual refresher course required for any member who will be dispatched for a mutual aid request.

Chief Massetani reported the graduation for the H3 level ones and twos will be May 9. May 10 will be the final stage of the reconfiguration. Currently there are eight static 24-hour ambulances on the street. They will be slowly phased down over the following two to four weeks. By the middle of June the requirements of Prop F will be met by reducing that number to four.

Chief Massetani stated Captain Andy Zanoft is working with the Bureau of Engineering, and DPW, to work out the contracts for replacement of five emergency generators. The goal is to have the funding for the generators in the next six months.

The Bureau of Equipment has responded to 75 calls for mechanical breakdowns, eight working fires, greater alarms and special call incidents in March. They continue their working with the city purchaser on the contract for four ambulances. The bureau also held a pre-bid at central shops for our triple combination pumpers, our engines, for six engines.

Chief Massetani reported Pump Station 1 and 2 has tested the pumps, on the monthly pumping test, of all the lower zone and upper zone of our water pumps that go into the Bay. Pump Station 2 has four 750-horsepower diesel pump engines. They have all been tested at least six hours for the month. Pump Station 1 has four pumps. This month only two were tested due to maintenance. The gate valves operated for this month. They tested over 49 high pressure gate valves as well as 10 of the motorized gate valves.

Chief Massetani reported the Phoenix fireboat used 337 gallons of fuel in March. They had pump time of over six hours. The Guardian, in relief, used 200 gallons of fuel and had pump time of about four and a half hours.

Chief Massetani reported Planning and Research is working with EMS finalizing the final reconfiguration phase for the dynamically deployed ambulances, as well as working on the staffing model for May 18, for the Lieutenant's exam.

Chief Massetani relayed the Physician's Office Report. In March there were 21 injuries, 13 causing lost time. There were four reports of chemical exposures. In March the Medical Leave Supervisor reports 59 members on disability.

Chief Massetani relayed the report from the ISB. 42 members were tested in the last month and a half and all tests were negative.

For the month of March there were five post-accident drug and alcohol tests for intersection accidents; all of them were negative. Currently there are two open investigations in progress.

Commissioner Stephen Nakajo acknowledged and showed appreciation to Chief Hayes-White, Chief Schultheis, Chief Casserly and Chief Howes for participating in the Cherry Blossom Festival.

Commissioner Nakajo stated he had attended the NERT event and wanted to acknowledge the attendance and effectiveness of the training he observed.

A discussion ensued over the process for the upcoming tests.

Commission Vice President Victor Makras suggested either an effort should be made for everyone to be able participate in the special question and answer session, or there should be two.

Commissioner Makras requested either the Chief's offices or the City Attorney's offices to make a brief report to the commission, at a later date, on the Bill of Rights of Police Officers and Fire Officers that took effect on January 1, 2008.

Commissioner Lau called for public comment on the Chief's Report. No one approached. Commissioner Lau closed public comment.

Prior to closing the meeting, Commissioner Lau voiced his gratitude to Vice President Makras for handling matters during the former's medical leave.

The meeting was adjourned at 8:40 PM.

SAN FRANCISCO FIRE COMMISSION



Fire Commission Regular Meeting

Thursday, May 8, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White r

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Action]*

Discussion and possible action to approve the minutes of the Regular Meeting of April 24th, 2008.

4. COMMUNICATIONS RECEIVED BY COMMISSION *[Discussion]*

(April 19th, 2008 through May 3rd, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

1 From Melissa Dickerson, commenting on public services in the City. Copy: Commissioners, Chief of Department

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San Francisco Fire Commission

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COMMENDATIONS AND LETTERS OF RECOGNITION

1. From the Department of Homeland Security, thanking Chief Hayes-White for her participation in the 2008 National Fusion Center Conference. Copy: Commissioners
2. From Nora Hirschler, MD, Blood Centers of the Pacific, commending Firefighter Bob Arzave for his dedication to the cause of blood donation. Copy: Commissioners
3. From James Corrigan, thanking Chief Hayes-White for material she provided. Copy: Commissioners
4. From Al Delsid, Captain, Cloverdale Fire Protection District, commending Fireboat Captain Bob Costa. Copy: Commissioners
5. From Christian Eggar, Paramedic in Germany, thanking Chief Hayes-White for her generosity during a visit by his parents. Copy: Commissioners
6. From Daniel Lawson, Director, Public Safety, University of California, commending the Fire Department on efforts during a response to UCSF. Copy: Commissioners

5. LEAVE OF ABSENCE **[Action]**

Submitting request for leave of absence with pay by Chief of Department for two days, May 13 through May 15, 2008, to attend the Federal Emergency Management Agency's National Advisory Council meeting in Chicago, Illinois. All travel related costs will be paid by FEMA. No Fire Department funds will be used for this trip.

6. AMENDED MISSION & VALUES STATEMENTS **[Discussion & Action Item]**

Discussion and possible action to approve amendments to the Fire Department's Mission and Values Statements. These amendments have been incorporated per Mayoral Directive 05-11.

7. OFFICE OF THE DEPARTMENT PHYSICIAN - Presentation **[Discussion]**

Presentation to the Commission on the background, activities, and operations of the Office of the Department Physician.

8. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division and the Division of Emergency Communications, from March 13, 2008 through April 8th, 2008 and from April 9th, 2008 through May 6, 2008

9. ADJOURNMENT

Fire Commission

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May 8, 2008 - Regular Meeting

FIRE COMMISSION REGULAR MEETING

Thursday, May 8, 2008- 6:00 p.m.

698 Second Street, Room 102, San Francisco, CA 94107

The meeting was called to order by President Lau at 6:15 PM

On ROLL CALL, the following were present:

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	excused
Commissioner	Paul Conroy	present

Joanne Hayes-White	Chief of Department
Richard Kochevar	Deputy Chief – Operations
Gary Massetani	Deputy Chief – Administration

Assistant Deputy Chiefs

Peter Howes	Division of Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training
Michael Thompson	Support Services

Assistant Chiefs

Aaron Stevenson	Division 2
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James Bardin

Division 3

Staff

Seb Wong

Section Chief – EMS Division

Ramon Terrazas

Department Physician

Jesusa Bushong

Human Resources

2. PUBLIC COMMENT

Commissioner Lau called for public comment.

No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Commissioner Conroy requested a clarification in the minutes. He wished the minutes to clearly reflect that he suggested a letter be sent from the Commission to Fireman's Fund Heritage Program and Wells Fargo, thanking them for the contributions to the Department's Resource Library. Commissioner Conroy noted that directive was unclear. Commissioner Lau directed a letter be prepared for his signature to that effect.

With that amendment in place, Commissioner Conroy Moved for approval of the minutes. Commissioner Makras Seconded. All were in favor. There were no Nays.

4. COMMUNICATIONS RECEIVED BY COMMISSION

(April 19th, 2008 through May 3rd, 2008)

1 From Melissa Dickerson, commenting on public services in the City. Copy: Commissioners, Chief of Department

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From the Department of Homeland Security, thanking Chief Hayes-White for her participation in the 2008 National Fusion Center Conference. Copy: Commissioners
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6. From Daniel Lawson, Director, Public Safety, University of California, commending the Fire Department on efforts during a response to UCSF. Copy: Commissioners

Commissioner Paul Conroy commented he had received a document titled "Evaluation of Out-of-County Hospital Transport.

Commissioner Lau responded there was an offline discussion on this topic. He further explained it was a discussion about meeting response times. Vice President Makras suggested the possibility of not transporting patients outside of county lines, i.e., Kaiser South City or Seton Medical Center. A discussion on response times and closest hospital ensued. There will be further research and dialogue on this subject.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

5. LEAVE OF ABSENCE

Chief Hayes-White requested a leave of absence with pay to attend the Federal Emergency Management Agency's National Advisory Council meeting in Chicago, Illinois on May 13 through May 15, 2008.

Commissioner Lau called for public comment. No one approached.
Commissioner Lau closed public comment.

Commissioner Conroy Moved to approve. Commissioner Makras Seconded.
All were in favor. There were no Nays.

6. AMENDED MISSION & VALUES STATEMENTS [Discussion & Action Item]

Discussion and possible action to approve amendments to the Fire Department's Mission and Values Statements. These amendments have been incorporated per Mayoral Directive 05-11.

Chief Hayes-White stated the Mission and Values Statement has been officially revised to incorporate both health and wellness.

Commissioner Conroy Moved to adopt the revised Mission and Values Statement. Commissioner Makras Seconded. All were in favor. There were no Nays.

7. OFFICE OF THE DEPARTMENT PHYSICIAN - Presentation [Discussion]

Presentation to the Commission on the background, activities, and operations of the Office of the Department Physician.

Dr. Terrazas began his talk by quoting the Mission Statement of the Office of the Department Physician. "The protection of health and safety of the members of the San Francisco Fire Department is the primary responsibility of the office

of the department physician.”

Each person who comes to the office is assessed on an individual basis in the context of what the functional requirements will be for that individual, whether it's a firefighter, a paramedic, or an EMT.

Responsibilities of the Department Physician

- Guide, direct, and advise the members with regard to their health, fitness and suitability for duty.
- Evaluate fire department candidates and members to identify medical conditions that could affect their ability to safely respond to or participate in emergency operations.
- Inform the Fire Chief whether or not the candidate, or member, is medically certified to perform the essential job tasks.
- Case management and disability management of industrial injuries and illnesses.
- return-to-work and fitness review evaluations for members
- Liaison with other internal city and county of San Francisco entities and external entities
- Perform [respirator clearance] examinations
- Oversee the hearing conservation program
- Involvement in all aspects of [infection] control for the department
- Tuberculosis screening program for the department
- Active involvement in contagious and blood-borne pathogens exposure investigations
- Liaison with other entities including the Department of Public Health, the City Attorney's Office, and other agencies within the city and county of San Francisco
- Examine members to participate on the hazardous materials team.
- Perform scuba diving certifications
- The Physician's Office is expanding its responsibilities to an annual program that also includes fitness testing and exercise.

Commissioner Conroy asked if the Office will be getting involved with a sleep deprivation study being held at Harvard Medical School. Dr. Terrazas responded he would be interested.

Commissioner Conroy asked if there is a timeline for beginning the fitness testing and exercise and what the process will be for evaluating the levels of fitness for duty. Discussion ensued on this subject.

A discussion regarding acquiring the equipment and the evaluation process ensued, including the possible inclusion of UCSF residents.

Commissioner Lau called for public comment. Two members of the public approached.

Richard Stacks suggested tracking the statistics on lost workday injuries and do a quarterly or semiannual review of those. He also suggested tracking the type of injury, where it occurred.

Larry Bradshaw expressed concern over a statement that compensation is inducing people to take off work. He also suggested adding to the department physician's mission advocacy for employees, particularly employees with catastrophic illnesses, particularly to help members through this cancer presumption.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

Commission Makras asked if punitive actions could come out of not passing the physical fitness examinations. Discussion ensued. Chief Massetani commented that discussions are now being held with the union to develop a PAT test to be taken every three years.

8. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including budget, Divisions within the Department, and the EMS Reconfiguration.

Chief Hayes-White introduced the new Assistant Deputy Chief in Support Services, Mike Thompson.

The new Assistant Deputy Chief in Homeland Security, Brendan O'Leary was unable to attend the meeting.

Chief Hayes-White reported work is continuing with the Mayor's Budget Office. Additional reduction contingencies have been requested from every Department. There are two dates in June that Fire will be presenting its 08-09 budget to the Board of Supervisors.

Chief Hayes-White reported 865 applicants will be taking the examination for H-20 Lieutenant at the Cathedral Hill Hotel on Van Ness on Sunday, May 18.

Chief Hayes-White reported on the Local 798 post membership meeting at the United Irish Cultural Center. The 90 minute question-and-answer session was open to any member who was interested. Over 300 members attended. About 180 questions were submitted with an additional 60 or so from the Union. These were condensed to 86, as some were repetitive and all were answered in a combined document. Chief Hayes-White thanked the exam staff for compiling the document used.

Chief Hayes-White reported on the first quarterly meeting between Director of Public Health, Dr. Mitch Katz, Acting Director of the Department of Emergency Management Vicki Hennessy and the Fire Department, which was held May 8, 2008.

Chief Hayes-White stated the Mayor's office is promoting 'greening' of the city. The recycling program is in full operation, as well as the composting program throughout the Fire Department. Battalion 10 remains the test area for the Biodiesel fuel program.

Chief Hayes-White reported that she and Chief Kochevar, with Battalion 2 and Division 2 attended the annual Loyalty Day Awards Ceremony on April 27. The event at the War Memorial Opera House was hosted by the Veterans of Foreign Wars. Each year a couple of members who have also served in the military are honored. This year Firefighter Vince Pampanen, and Firefighter/Paramedic Leonard Caulder were honored.

Chief Hayes-White stated May 9, 2008 will be the first annual Tribute to Heroes, at American Legion Post 911. Also on May 9, Paramedic Captain Kevin Boone and Firefighter/Paramedic Megan Franzen will be honored for their actions during the December 25, 2007, incident at the San Francisco zoo.

Chief Hayes-White reported the Department participated in an active shooter exercise on April 30 at St. Ignatius High School which was sponsored by the Police Department. It was modeled on a scenario similar to the Columbine incident. About 50 members participated in the exercise.

Chief Hayes-White stated May 9 at 10 AM on Treasure Island, 15 EMTs and 14 paramedics will be graduating from the Academy. All commissioners are invited to attend the ceremony.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division and the Division of Emergency Communications, from March 13, 2008 through April 8th, 2008 and from April 9th, 2008 through May 6, 2008

Chief Kochevar reviewed the report for the operational period for March 13

through April 8 which included:

- Five greater alarms, three second alarms, one third alarm, and one fourth alarm
- Assistance was given with the Iraq war anniversary protest, to support the police for any [unchaining] of people that may have been necessary
- The multi-vehicle accident on the bridge
- The normal fire prevention, special operations, and airport activity report

Chief Kochevar reviewed the report for the operational period for April 9 through May 6 which included:

- Three greater alarms, two seconds and one third alarm
- Support of the Olympic torch relay event
- Active shooter drill at SI High School
- Every 15 minutes at Sacred Heart

Chief Kochevar reviewed the report for Emergency Medical Services, Special Operations and the Bureau of Fire Prevention.

Chief Kochevar reported the Fire Department hosted the Northern California Fire Prevention officers' meeting. Fire Prevention is also working with AT&T to improve first responder information for telecommunications facilities.

Chief Kochevar reviewed the plans for Kaboom, on May 10 at Pier 30-32.

Chief Kochevar reported he is working with Tom Rivard from the Department of Public Health to arrange measurements of siren decibel levels. Mr. Rivard

has mapped out citywide areas of noise. Mr. Rivard was the project leader who changed the city's public announcement system from the air raid sirens to the public warning system. Currently research is being done regarding how other agencies use their sirens.

Commissioner Lau stated he can now tell the Lower Polk Neighborhood a report has been conducted. Chief Hayes-White remarked Mr. David Chu is the LPN representative. This new information about partnering with someone from the Department of Public Health has been conveyed to him. Chief Kochevar has also communicated with Mr. David Villalobos of the community alliance.

Commissioner Conroy inquired about the content of several letters recently received from Union Local 798 regarding Rules and Regulations as they apply to vehicle accidents, among other applications. Discussion ensued with the Commissioners asking questions and Chief Hayes-White and staff answering.

Commissioner Lau called for public comment. One member of the public approached.

Richard Stacks spoke about the budget with regards to overtime. He suggested the Fire Commission review line item by line item, every time overtime is projected to be spent and to look at the circumstances or causes.

Mr. Stacks recommended establishing a parameter of how much overtime an employee could earn, giving Chief Hayes-White the power to make exceptions. The exceptions should be reported and reviewed by the Fire Commission.

The meeting was adjourned at 8:10 PM.

SAN FRANCISCO FIRE COMMISSION



Fire Commission Regular Meeting

Thursday, May 22, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White r

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES [Action]

Discussion and possible action to approve the minutes of the Regular Meeting of May 8th, 2008.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion] (May 4th, 2008 through May 15th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

1. From John Banks, commenting on Multi-Service Center South. Copy: Commissioners, Chief of Department
2. From Cynthia Stetson, raising concerns about a private residence. Copy: Commissioners, Chief of Department, Fire Prevention
3. From Lesley Goranson, inquiring about the Fire Code. Copy: Commissioners, Chief of Department, Fire Prevention

This page left B L A N K

San Francisco Fire Commission

DISABILITY ACCESS

The Fire Commission regularly meets at Fire Department Headquarters, Room 102, 698 Second Street on the 2nd and 4th Thursday of the month.

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The following services are available on request 48 hours prior to the meeting: (1) American Sign Language interpreters; (2) use of readers, (3) sound enhancement system, and (4) alternative formats of the agenda and minutes. Please contact Tania Bauer, Secretary, Fire Commission, at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

PROHIBITING THE USE OF CELL PHONES, PAGERS AND SIMILAR DEVICES DURING PUBLIC MEETINGS

The ringing and use cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Darryl Von Raesfeld, Chief, San Jose Fire Department, thanking Chief Hayes-White for her assistance and hospitality during a visit by foreign dignitaries. Copy: Commissioners
2. From Yvonne Dunkley, Marriott Hotels, commending the NERT training recently provided. Copy: Commissioners
3. From Brenda Cravens, commending Lieutenant Nicol Juratovac. Copy: Commissioners
4. From Kevin G Ellsworth, Brigadier General, Office of Governmental and International Affairs, thanking Chief Hayes-White for her support during an international leadership event. Copy: Commissioners
5. From P. M. Gugg, Captain, USCG, commending Department staff who participated in Opening Day on the Bay. Copy: Commissioners
6. From Kazuyoshi Yamaguchi, Deputy Consul General, Consulate General of Japan, thanking Chief Hayes-White for her support and cooperation during his tenure in San Francisco. Copy: Commissioners

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Nora Hirschler, MD, Blood Centers of the Pacific, commending Firefighter Bob Arzave for his dedication to the cause of blood donation. Copy: Commissioners
2. From James Corrigan, thanking Chief Hayes-White for material she provided. Copy: Commissioners
3. From Al Delsid, Captain, Cloverdale Fire Protection District, commending Fireboat Captain Bob Costa. Copy: Commissioners
4. From Christian Eggar, Paramedic in Germany, thanking Chief Hayes-White for her generosity during a visit by his parents. Copy: Commissioners
5. From Daniel Lawson, Director, Public Safety, University of California, commending the Fire Department on efforts during a response to UCSF. Copy: Commissioners
6. From the Department of Homeland Security, thanking Chief Hayes-White for her participation in the 2008 National Fusion Center Conference. Copy: Commissioners

5. STATEMENT OF INCOMPATIBLE ACTIVITIES [*Discussion& possible Action*]

Discussion and possible action to approve Fire Department and Fire Commission
Statement of Incompatible Activities.

6. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within
the Department.

REPORT FROM ADMINISTRATION

Report on Administration Division activities, the 2008-2009 Budget and Fleet and
Facilities

7. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Thursday, June 12, 2008 - 5:00 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President George Lau
Vice President Victor Makras
Commissioner Stephen A. Nakajo
Commissioner Paul A Conroy

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2. CASE NO. 07-12: COMMISSION DELIBERATIONS ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

In accordance with Section 4001 of the Rules and Regulations, Firefighter Stephen Kloster, has appealed his 2-day suspension for the period January 4/5, 2008. Firefighter Kloster is charged with violation of the Rules and Regulations as follows:

- Section 3905 – Unfamiliarity with Rules
- Section 3915 – Proper Behavior
- Section 3919 – Unacceptable Language
- Section 3923 – Disobedience
- Section 3924 - Insubordination

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

a. Public Comment on Special Meeting Agenda Item; Possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action. [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b)

1. Public Comment on Agenda Item No. 2, including *[if there is a motion or request to go into Closed Session]* public comment on whether to go into Closed Session.

2. *If there has been a motion or request to go into Closed Session:* Vote on whether to hold Closed Session. ***[Action Item]***

b. Deliberations/Possible Action, Open or Closed Session

1. Deliberations, and possible action on Suspension Appeal **[Action Item]**

c. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action Item]**

3. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, June 12, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White

2. PUBLIC COMMENT

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San Francisco Fire Commission

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3. APPROVAL OF THE MINUTES [Action]

Discussion and possible action to approve the minutes of the Regular Meeting of May 22nd, 2008.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]

(May 4th, 2008 through June 6th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

1. From James Corrigan, commenting on the work of Department members. Copy: Commissioners, Chief of Department
2. From Allan Bignell, recommending a new HazMat product. Copy: Commissioners, Special Operations
3. From Dawna Battistone, advising on the State Contract for Recycled Paint. Copy: Commissioners
4. From John J Lee, commenting on engine clearance issues. Copy: Commissioners, Chief of Department, Chief of Operations

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Vice Commodore William Needham, Pacific Interclub Yacht Association, thanking the Department for participating in the Opening Day on the Bay parade with the Fireboat Phoenix. Copy: Commissioners

5. Recognition of Bravery – Presentation (Discussion)

On May 19, 2008, Daniel Bateman's quick response and heroic actions were integral to saving the life of a fire victim at 717 6th Avenue. The Department would like to publicly recognize and acknowledge Mister Bateman.

6. Fire Department Accident Review Committee – Presentation (Discussion)

Presentation by Assistant Deputy Chief Pat Casserly on the history, activities, roles & responsibilities of the Department's Accident Review Committee.

7. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division and the Division of Emergency Communications, from May 6, 2008 through June 6, 2008

8. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, June 12, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White

2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

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San Francisco Fire Commission

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3. APPROVAL OF THE MINUTES [Action]

Discussion and possible action to approve the minutes of the Regular Meeting of May 22nd, 2008.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion] (May 4th, 2008 through June 6th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From James Corrigan, commenting on the work of Department members. Copy: Commissioners, Chief of Department
2. From Allan Bignell, recommending a new HazMat product. Copy: Commissioners, Special Operations
3. From Dawna Battistone, advising on the State Contract for Recycled Paint. Copy: Commissioners
4. From John J Lee, commenting on engine clearance issues. Copy: Commissioners, Chief of Department, Chief of Operations

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Vice Commodore William Needham, Pacific Interclub Yacht Association, thanking the Department for participating in the Opening Day on the Bay parade with the Fireboat Phoenix. Copy: Commissioners

5. Fire Department Accident Review Committee – Presentation (Discussion)

Presentation by Assistant Deputy Chief Pat Casserly on the history, activities, roles & responsibilities of the Department's Accident Review Committee.

6. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division and the Division of Emergency Communications, from May 6, 2008 through June 6, 2008

7. ADJOURNMENT

Fire Commission

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June 12, 2008

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FIRE COMMISSION REGULAR MEETING

Thursday, June 12, 2008- 6:00 p.m.

698 Second Street, Room 102, San Francisco, CA 94107

The meeting was called to order by President Lau at 6:10 PM

Commissioner Lau welcomed Deputy City Attorney Rebecca Katz, who was sitting in for DCA Katie Porter.

On ROLL CALL, the following were present:

President present	George Lau
Vice President present	Victor Makras
Commissioner present	Stephen A. Nakajo
Commissioner present	Paul Conroy

Joanne Hayes-White
Richard Kochevar

Chief of Department
Deputy Chief – Operations

Gary Massetani

Deputy Chief – Administration

Assistant Deputy Chiefs

Brendan O’Leary

Division of Homeland Security

Barbara Schultheis

Fire Prevention & Investigation

Tom Siragusa

Division of Training

Michael Thompson

Support Services

Pat Casserly

Division of Airport

Assistant Chiefs

Mike Kearny

Division 3

Staff

Seb Wong

Section Chief – EMS Division

Dave Franklin

Special Operations

Jesusa Bushong

Human Resources

2. PUBLIC COMMENT

Commissioner Lau called for public comment.

No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Commissioner Lau called for a motion to approve the minutes of May 8, 2008.

Commissioner Conroy pointed out an amendment in the Minutes. He suggested clarifying the changes to the Statement of Incompatible Activities that had been discussed when that Item was under review. With that change to be made, Commissioner Conroy Moved for approval of the minutes. Commissioner Makras Seconded. All were in favor. There were

no Nays. The minutes were approved with the recommended clarification.

4. COMMUNICATIONS RECEIVED BY COMMISSION

(May 15th, 2008 through June 6th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

- 1 From James Corrigan, commenting on the work of Department members. Copy: Commissioners, Chief of Department
2. From Allan Bignell, recommending a new HazMat product. Copy: Commissioners, Special Operations
3. From Dawna Battistone, advising on the State Contract for Recycled Paint. Copy: Commissioners
4. From John J Lee, commenting on engine clearance issues. Copy: Commissioners, Chief of Department, Chief of Operations

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Vice Commodore William Needham, Pacific Interclub Yacht Association, thanking the Department for participating in the Opening Day on the Bay parade with the Fireboat Phoenix. Copy: Commissioners

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau asked for discussion among the Commissioners. Commissioner Nakajo asked about the letter from Local 798. Commissioner Conroy asked about the letter regarding overtime. Both will be addressed as part of The Chief's report.

5. FIRE DEPARTMENT ACCIDENT REVIEW COMMITTEE [*PRESENTATION*]

Presentation by Assistant Deputy Chief Pat Casserly on the history, activities, roles and responsibilities of the Department's Accident Review Committee.

Chief Casserly presented the Accident Review Committee report. He is the Chair of that committee. The goals of the Review Committee are to reduce the number of accidents and to prevent future accidents in the fire department.

The Accident Review Committee consists of eight members. A ninth, a representative of Local 798 will be joining the Committee at the next meeting on June 24.

The Accident Review Committee evaluates accidents. Accidents are categorized 'A', 'B' or 'C'. Category 'A' is a preventable accident involving a stationary object. Category 'C' accident is a preventable accident involving a moving object. Category 'B' accidents are not preventable. Those are accidents in which apparatus drivers comply with all rules, regulations and policies and the accident still occurred.

The main focus of review is intersection accidents. Intersection accidents compose 9% percent of all SFFD accidents. Three quarters of all injuries sustained by our members involved in vehicular incidents occur during an intersection collision. More than half of all civilian injuries sustained in San Francisco Fire Department accidents occur at intersection accidents.

Other concerns of the Committee are accidents that occur while the apparatus is running in a Code 3 (lights and sirens) mode. If the vehicle is involved in a crash, it is unable to complete its assignment. Other companies must be dispatched to the call.

Backing up accidents comprise one-fifth of all apparatus

accidents.

Chief Casserly also showed several pictures of department apparatus; engines, trucks, ambulances; that had been involved in accidents or collisions.

Chief Casserly emphasized that safety while operating a Department vehicle is paramount.

Discussion ensued throughout the presentation with Commissioners asking questions and Chief Casserly and staff answering.

Chief Casserly complimented several Engine Companies for having marked eight years of not being involved in any intersection accidents - Engine 2 (Powell and Broadway), Station 5 (Turk and Webster), Station 6 (Sanchez and Market), Station 11 (26th and Church).

Chief Casserly noted statistics from an NFPA study which showed 76 percent of emergency responders killed in crashes were not wearing seatbelts at the time of the collision.

Chief Casserly reemphasized the importance of seatbelts.

Chief Casserly discussed some of the steps taken to reduce accidents. Among those, Driver and Tiller of Ladder Trucks are not to wear headphones while backing up; Spotters are to have visual and voice contact with drivers at all times; members who are in the street stopping traffic are not considered Spotters and all Drivers and Tillers must use the 'beeper system', even when wearing headsets.

Chief Casserly reiterated the criteria for Post-Accident Drug & Alcohol testing.

Discussion ensued following the conclusion of Chief Casserly's presentation.

Commissioner Nakajo asked if the Accident Review Committee was a volunteer committee or an assigned committee. Chief Casserly replied that members were assigned by the Chief of Department.

Commissioner Conroy spoke of seatbelts and the importance of using them every time a vehicle was in motion. He congratulated Chief Casserly on the work that had been done to reduce the number of accidents.

Commissioner Makras stated his support of moving towards a 100 percent compliance with the seatbelt rule, as a joint effort through the Commission and The Chief's office.

Commissioners Lau, Nakajo, Conroy & Makras all offered their compliments to Chief Casserly and each voiced opinions on the importance of seatbelts in safety and protection of Department members.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau asked for further discussion among the Commissioners.

Following this presentation, the Commission took a 15 minute recess and reconvened at 7:30 PM.

6. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention and Investigation, Airport Division and the Division of Emergency Communications, May 6 2008 through June 6, 2008.

The Chief stated that the Department was on track with preparations for the 08-09 Budget. The Department is anticipating a surplus in the current fiscal year '07-'08.

The Chief will be presenting to the Budget Committee on June 18 and June 25.

The Chief also noted that she will be meeting with the president of the Budget and Finance Committee, Supervisor Jake McGoldrick, at his request.

749 members took the H-20 Lieutenant's exam. A group of 16 graders, subject matter experts, captains and above from other departments, came in to rate and score the tests. Further sections will be administered in the latter part of August, with an October timeline for publication of an eligibility list.

The Chief complimented the members of the Fire Exam Unit for all their hard work on the Lieutenant's and Battalion Chief's tests

63 members that took the H-40 Battalion Chief's exam. There are a total of three protests; two will be heard before the Civil

Service Commission on July 7, and one protest will be directly responded to by the Department.

The FEMA Wellness and Fitness grant passed the Board of Supervisors' reading. The Department is receiving \$1.1 million and a matching fund of \$293,000 is being supported by the City.

The 1454 Fire Commission Secretary position will be posted on June 13 and will close on June 30.

The Fire Department sent a strike team; five engines with four members on each engine and a strike team leader; to join in the firefight outside of Chico, Humboldt County. The Strike Team left the Division of Training at approximately 6:00 PM, June 12, 2008. Strike Team deployment is a seven-day commitment. Division Chief Frank Cardinale is the Strike Team leader.

Discussion ensues over letters from the Public Communications section, with the Commissioners asking questions and Chief Hayes-White and staff answering.

Commissioner Conroy asked about the Department's plans to address overtime issues. The Chief replied with that she and her staff were looking at options.

Commissioner Conroy asked about the distinction between Calendar Days and Work Days when assigning discipline, such as a 10 day suspension. Discussion ensued.

Discussion developed regarding the decision to have uniformed chief officers sit as Skelly Hearing Officers. Chief Hayes-White

indicated that, for the most part, Deputy Chief Massetani would be the Hearing Officer for all Skelly hearings. Conversation touched on timelines, workload issues and the scope of the Hearing Officer. The commissioners asked questions and Chief Hayes-White and staff responded.

Deputy Chief Kochevar approached with the Operations report. He spoke of officer responsibility and accountability and commitment to their position and to those they lead.

There were four greater alarms during this reporting period. A second alarm at 135 Van Ness; a commercial building; a second alarm at 3232 Pacific; a second alarm at 1831 Balboa; and a high-rise second alarm at Pacific and Gogh Streets at 1800 Pacific. All crews performed well.

Chief Kochevar noted that the reconfiguration of medic units was in its final phase. Four ambulances will remain in Fire Stations and be on 24-hours shifts; Medics 22, 19, 15, and 17.

Chief Kochevar listed several high profile events that are expected to draw large crowds; the Stadium To Stadium run; the Pride Parade July 4; a couple of disaster exercises, and of course Halloween.

Commissioner Nakajo spoke of the men and women in the Emergency Communications Department and complimented them on their work.

Commissioner Conroy spoke of the ingenuity of department members. He used the example of an engine drafting out of a lake in Golden Gate Park to use the water for fire suppression and the methods employed by firefighters to ensue the suction

hoses did not get fouled with mud and silt from the lake floor.

Commissioner Conroy also asked about the siren and Code 3 use. The Chief noted that she is looking in to the system St Louis employs and that it was a topic under review.

Chief Kochevar noted that members of the Department of Public Health were going to do a noise/sound study at one of the fire stations, using meters and instruments to measure the decibel levels of sirens and airhorns. Commissioner Lau requested a copy of the DPH report once it was completed. Chief Kochevar promised he would get one.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau asked for further discussion among the Commissioners. There was none.

The meeting was adjourned at 8:30 PM.

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Monday, June 16, 2008 - 5:30 PM

698 Second Street, Room 201, San Francisco, CA 94107

AGENDA

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Item No.

1. ROLL CALL

MAY 22 2008

Hearing Officer – George Lau

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2. CASE NO. 08-05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS, OR OTHER ACTION ON CHARGES [Action item]

On May 14, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Commission, alleging that Battalion Chief Lorrie Kalos misused City resources for political purposes while campaigning for a seat on the Millbrae City Council. Chief Kalos has been charged with the following violations:

- Department Rules and Regulations Section 3907 – Unauthorized Use of Authority of Uniform
- Department Rules and Regulations Section 3922 – Acts Detrimental to the Welfare of the Department
- SF Campaign and Government Conduct Code, Section 3.23(b) – City officers and employees shall not participate in political activities of any kind while in uniform
- SF Campaign and Government Conduct Code, Section 3.23(c) – No City officer may engage in political activity during working hours or on City premises
- California Government Code, Section 8314

a. Public Comment on Special Meeting Agenda Item and possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

b. Votes on closed session:

- (1) Whether to hold the hearing on the verified complaint in closed session **[Action]**
- (2) Whether to conduct deliberations in closed session **[Action]**

c. Hearing and Deliberations

- (1) Hearing on charges (in open or closed session, per the Commission's vote)
- (2) Deliberations and possible action on charges (in open or closed session, per the Commission's vote) **[Discussion and Possible Action]**

d. If closed session is held, reconvene in open session

- (1) Report any action taken in closed session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
- (2) Vote to elect whether to disclose any or all closed session discussions **[Action]**

3. ADJOURNMENT

SAN FRANCISCO



FIRE COMMISSION

Fire Commission Special Meeting

Thursday, June 26, 2008, 4:30 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

2. FIRE COMMISSION SECRETARY POSITION *[Discussion and Possible Action]*

Discussion and possible action regarding all matters pertaining to the selection and hiring process for the Fire Commission Secretary position, including but not limited to screening of applications and resumes, interviews and skills testing, appointment processing, and training.

3. ADJOURNMENT

06-20-08A10:27 RCVD

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JUN 20 2008

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SAN FRANCISCO



FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, June 26, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

06-19-08A08:14 RCVD

DOCUMENTS DEPT.

Chief of Department	Joanne Hayes-White
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JUN 19 2008

2. PUBLIC COMMENT

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3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of June 12th, 2008.

San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

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San Francisco Fire Commission

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Know Your Rights Under The Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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4. COMMUNICATIONS RECEIVED BY COMMISSION

(June 7th, 2008 through June 20th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

1. From Michael Fain, sharing his ideas on fire safety. Copy: Commissioners, Bureau of Fire Prevention
2. From Wayne Ramsey, concerning an obstructed emergency exit in his building. Copy: Commissioners, Bureau of Fire Prevention
3. From Daline Duncan, City of Stockton, requesting a copy of our Random Drug Testing policy. Copy: Commissioners, Chief of Department

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Wayne Ramsey, thanking Chief Schultheis for addressing his concerns regarding emergency exits. Copy: Chief of Department, Commissioners
2. From Luis Ramos-Jurado, Webcor Builders, complimenting the Bureau of Fire Prevention on its cooperation regarding the Academy of Sciences project. Copy: Commissioners

5. Recognition of Bravery – Presentation

On May 19, 2008, Daniel Bateman's quick response and heroic actions were integral to saving the life of a fire victim at 717 6th Avenue. The Department would like to publicly recognize and acknowledge Mr. Bateman.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on Administration Division activities, the 2008-2009 Budget and Fleet and Facilities

PERSONNEL REPORTS

Employee Actions

Submitted with Administration Report

7. ADJOURNMENT

Fire Commission

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June 26, 2008

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SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING

Thursday – June 26, 2008 – 6:00 p.m.

698 Second Street, Room 102

The meeting was called to order at 6:05 PM.

Commissioner Lau opened the meeting by recognizing Deputy City Attorney Rebecca Katz, sitting in for DCA Katie Porter, and Ms Kelly Alves, sitting in for Acting Commission Secretary Andy Zanoft.

On Roll Call the following were present

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Paul A. Conroy	present

Commissioner Stephen Nakajo was excused from attending the meeting

Joanne Hayes-White
Richard Kochevar
Gary Massetani

Chief of Department
Deputy Chief – Operations
Deputy Chief – Administration

Assistant Deputy Chiefs

Barbara Schultheis
Tom Siragusa
Michael Thompson
Pat Casserly

Fire Prevention & Investigation
Division of Training
Support Services
Division of Airport

Assistant Chiefs

James Barden
Robert Serrano

Division 2
Division 3

Staff

Seb Wong
Jesusa Bushong

Section Chief – EMS Division
Human Resources

2. PUBLIC COMMENT

Commissioner Lau called for public comment.

No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Commissioner Lau called for a motion to approve the minutes of June 12, 2008. Commissioner Lau called for public comment on the Minutes. No one approached. Commissioner Lau closed public comment.

Commissioner Conroy Moved for approval of the minutes.
Commissioner Makras Seconded. All were in favor. There were
no Nays. The minutes were approved as submitted.

4. COMMUNICATIONS RECEIVED BY COMMISSION
(June 7th, 2008 through June 20th, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE
COMMISSION

1. From Michael Fain, sharing his ideas on fire safety.
Copy: Commissioners, Bureau of Fire Prevention
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COMMENDATIONS AND LETTERS OF RECOGNITION

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addressing his concerns regarding emergency exits. Copy:
Chief of Department, Commissioners
2. From Luis Ramos-Jurado, Webcor Builders,
complimenting the Bureau of Fire Prevention on its cooperation
regarding the Academy of Sciences project. Copy:
Commissioners

Commissioner Lau called for public comment. No one

approached. Commissioner Lau closed public comment. Commissioner Lau asked for discussion among the Commissioners. There was none.

5. RECOGNITION OF BRAVERY

On May 19, 2008, Daniel Bateman's quick response and heroic actions were integral to saving the life of a fire victim at 717 6th Avenue. The Department would like to publicly recognize and acknowledge Mr. Bateman.

Chief Hayes-White acknowledged Ms. Alves and Ms. Katz during her opening statement. Chief Hayes-White noted that Mister Daniel Bateman was unable to attend the commission meeting and so, was not present. Assistant Chief James Barden, Incident Commander, was present.

Chief Hayes-White provided a brief description of the incident and the heroic actions of Daniel Bateman, only 19 years old. Chief Barden added details to the Chief's statements and both agreed that Mister Bateman's actions were above-and-beyond anyone's call of duty. Chief Hayes-White stated she has a Certificate of Appreciation for Mister Bateman, as well as a Fire Department T-Shirt and she will see to it that the articles are delivered to Mister Bateman.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT
Report on current issues, activities and events, including the

budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on Administration Division activities, the 2008-2009
Budget and Fleet and Facilities

Chief Hayes-White spoke of the June 18th Board of Supervisors' Budget and Finance Committee meeting regarding the 2008 – 2009 budget. There were nine recommendations from the Budget Analyst for a total of an additional one million dollars in reductions.

On June 25th, the Department again appeared before the Budget Committee. Following a week of discussions and work with members of the Committee and the Budget Analyst, the recommendations had been reduced from nine to six, five of which the Department agreed to, for a total of approximately \$620,000 in additional reductions. Chief Hayes-White announced that the recommendation for changing the Public Information Officer's classification to a 1314 civilian posting was withdrawn and the position will remain a uniformed one.

Chief Hayes-White noted that the budget was secured in such a way that she does not believe operations will be impacted. The Department will be able to meet its mission and its response times.

Chief Hayes-White reviewed the rest of the budget and other reductions. She also noted that many other departments are not yet finished with their budget talks and are still facing financial reductions. Chief Hayes-White stated the Fire Department's budget is complete for FY 08-09 and she thanked the Commission members for their support and cooperation during the process. Chief Hayes-White noted it's a team effort

and Commissioner Lau agreed.

Chief Hayes-White noted there are four 24-hour static ambulances remaining in the City. On June 30, the final ambulance will move from Station 43 (Moscow x Geneva) to Station 15 (Ocean and Phelan). Chief Hayes-White noted this change in location will allow more flexibility with peak period staffing of ambulances and the dynamic deployment.

The Chief stated that members of the Department are attending the Texas Engineering Extension program for Emergency Operations Center training. This course is sponsored and paid for by the federal government and it will enable fire department personnel to better serve the needs of the community in times of large-scale operations or disaster.

Chief Hayes-White noted Special Operations is working on a plan for Fourth of July. Many departments (PD, Coast Guard, Fire) are working together as a team to make sure it's a safe holiday for everybody.

The Chief stated that a Strike Team was deployed to Paradise, Butte County, California. The team was deployed on June 20 and, following an agreement to swap teams out on a rotating basis every seven days, work is progressing towards sending a replacement Strike Team to relieve those who have been away from home and their families and working hard for the past six days.

ADC Tom Siragusa is the designated Strike Team Leader who will be taking personnel up to Butte County on Friday morning. Chief Siragusa stated there were currently 850 mutually exclusive wildfires burning in the state and 100 of them are

'unstaffed'.

Chief Hayes-White spoke of the annual Pride Parade, scheduled for Sunday, June 29th.

Chief Hayes-White also spoke of the June 16th meeting of the Board of Supervisor's Government Oversight and Audit Committee. A topic of discussion was the Presidio Fire Department and the Mutual Aid agreement between that entity and the San Francisco Fire Department. Deputy Chief Massetani has been designated the lead officer in reviewing the 1994 Mutual Aid agreement between the PFD and the SFFD.

Chief Hayes-White spoke of the H-40 Battalion Chief's promotional process. Three protests have been filed and will be heard before the Civil Service Commission on Monday, July 7. Members of the Department Command staff, Human Resources, Doctor Bruce Topp and the consultant Mister Brull will attend the meeting and be available to respond to any questions the CSC might have. Chief Hayes-White promised the Commission a report on the subject at the Commission Meeting of July 10.

745 members took the H-20 Lieutenants Exam and some 46 Subject Matter Experts from all over the country flew in to assist with the process. The hope is to notify candidates during the second week of July if they are to move on to the second and third components of the exam, scheduled for August 22 and 23.

The Chief spoke to Commissioner Conroy's concerns regarding overtime issues in some of the Department's specialized units.

Chief Massetani and staff have been directed to develop plans to ensure work gets done while addressing the overtime necessary to complete that work.

The Chief recognized Allie Warren, who traveled here from Pennsylvania to visit our Department and Chief Hayes-White. Allie is a volunteer in her home town and wrote to Chief Hayes-White, asking to visit a large fire department that employs many female firefighters. Allie was in the gallery as part of the Commission meeting.

Commissioner Conroy asked about the Presidio Fire Department apparatus and staffing situation. Discussion ensued with Commissioners asking questions and Chiefs Hayes-White and Massetani responding.

Commissioner Conroy also asked about the H-40 Battalion Chief's examination and the nature of the protests. Discussion ensued with Commissioners asking questions and Chiefs Hayes-White and Massetani responding.

Commissioner Makras asked about the ambulance response times. Section Chief Seb Wong (EMS) stated that challenges still exist for getting the first defibrillator on scene within four and a half minutes., but those challenges are not insurmountable. Discussion ensued.

Commissioner Makras then spoke to the topic of compliance with seatbelts. Commissioner Makras asked Chief Hayes-White to share her ideas for a 100 percent compliance program. Discussion ensued between the Commissioners and staff regarding seatbelts and seatbelt compliance, as well as Commissioner Conroy's questions regarding airbags in the

Department's apparatus'.

The Commission asked about siren noise and decibel level testing. Deputy Chief Kochevar discussed the testing that was done, the readings and the results. More testing is required and it will be conducted in the near future.

Chief Hayes-White called Deputy Chief of Administration Gary Massetani forward to give the Admin Report.

Chief Massetani reported that the Department met all of the reduction targets posted by the Mayor's Office, and that operations and services will not be impacted by the reductions.

Human Resources is working diligently on the H-40 and H-20 tests, as well as planning for future examinations, such as the H-6 (Arson) Investigator.

The Division of Training is currently conducting Modules 6 and 7 at Treasure Island. Module 5 is live fire training and Module 6 is behavioral emergencies.

Support Services are moving forward with the mask fit. A Respiratory Protection Policy will be coming out soon.

The Bureau of Equipment had over 133 calls from field units to assist in maintenance of small tools and apparatus and equipment. They responded to over 100 calls for mechanical breakdowns, and to 12 working fires -- greater alarms and special incidents.

70 low pressure hydrants were serviced last month, 40 hydrants were replaced and another 27 were repaired onsite.

All engines, Trucks and Command vehicles have been fitted with Mutual Aid Fire Radios. 35 ambulances have been completed so far and the rest should be completed by the middle of July.

Chiefs Pete Howes and Brendan O'Leary, and Captains Matt McNaughton and Jeff Myers are attending training at the Texas A&M Engineering Extension.

On June 9, the Division of Homeland Security hosted the Regional Rescue Boat Training. Lieutenant Kyle Merkins provided training to participating agents from the police department, the airport division, Oakland Fire Department, South San Francisco Fire, and Tiburon Fire.

Planning and Research is preparing for the 2009 vacancy list, a process that includes all members from firefighters all the way through Division Chiefs, which will be coming out in early September.

The Physician's Office reports 23 work-related injuries last month, 16 were lost time; 7 were no lost time.

An average of 49 members were on disability last month, a 7 percent decrease from the same time last year.

56 members tested in the last two months for Random Alcohol and Drug testing by the Investigative Services Bureau. All were negative.

There were four post-accident drug and alcohol tests done during the reporting period. All were negative.

Chief Massetani added that the department has received many compliments from Fire Chiefs in other jurisdictions regarding the performance of SFFD Strike Teams.

Discussion ensued between the commissioners and staff regarding the Strike Teams.

Commissioner Conroy asked about proposed use of recycled water with AWSS. Chief Hayes-White replied that several meetings had been held on the subject. Because of short timelines as well as being considered for a General Obligation Bond on the upcoming ballot, it is the Chief's understanding that the Public Utilities Commission has abandoned the idea of linking AWSS with the recycled water project.

Commissioner Lau spoke about recruiting bilingual entry-level personnel. Chief Hayes-White noted that the latest census in San Francisco shows about 30 percent of the population is of Asian descent. Chief Hayes-White agreed that it's value-added to have an employee who can speak a language in addition to English. San Francisco has many different languages. Chief Hayes-White stated that she would be looking to the employee groups to assist with outreach in recruitment efforts.

The meeting was adjourned at 7:43 PM.

SAN FRANCISCO FIRE COMMISSION

Fire Commission Special Meeting

Thursday, July 10, 2008, 4:30 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

2. FIRE COMMISSION SECRETARY POSITION *[Discussion and Possible Action]*

Discussion and possible action regarding all matters pertaining to the Fire Commission Secretary position, including but not limited to further consideration of minimum qualifications, job duties and responsibilities; recruitment procedures; screening of applications and resumes; interviews and skills testing; appointment processing; and training.

3. ADJOURNMENT

07-03-08P03:52 RCVD

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ORIGINAL ARTICLES

THE EFFECT OF VITAMIN DEFICIENCY ON THE
GROWTH OF THE RAT

W. L. B. BAKER

CHICAGO

1919

RECEIVED
MAY 1, 1919

THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION
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SAN FRANCISCO



FIRE COMMISSION

Fire Commission Regular Meeting

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AGENDA

Item No.

1. ROLL CALL

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Vice President	Victor Makras
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3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of June 26th, 2008.

07-03-08P12:13 RCVD

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4. COMMUNICATIONS RECEIVED BY COMMISSION
(June 21st, 2008 through July 3rd, 2008)

COMMUNICATIONS ADDRESSED DIRECTLY TO THE COMMISSION

1. From Maryam Mohit, newly trained NERT member, complimenting the Fire Department on its service to the community and praising the NERT program. Copy: Commissioners, Chief of Department
2. From Lily Alvarez, asking for Fire Inspection payment instructions. Copy: Commissioners, Bureau of Fire Prevention
3. From Wade Lin, commenting on traffic congestion in a construction zone. Copy: Commissioners, Chief of Department
4. From John Banks, commenting on social services and his personal condition (four discrete communications, same subject and content). Copy: Commissioners, Chief of Department

COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Robert Bozina, PhD, praising the skill and knowledge of Inspector Patrick Stranahan. Copy: Commissioners
2. From Janice McDonald, United States Coast Guard, commending Inspector Terry Gee on his keynote speech to the recent Asian American/Pacific Islander program. Copy: Commissioners

5. Retirement Certificate – Presentation (*Discussion*)

On June 1, 2008, Assistant Deputy Chief Robert Navarro retired after 32 years of dedicated service to the City and County of San Francisco. His accomplishments include serving as Chief Paramedic at the Department of Public Health, EMS Section Chief and the Assistant Deputy Chief in charge of Homeland Security.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division and the Division of Emergency Communications

7. ADJOURNMENT

Fire Commission

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FEB 25 2009

SAN FRANCISCO
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The meeting was called to order at 6:06 PM.

On Roll Call the following were present

President	George Lau	present
Commissioner	Stephen Nakajo	present
Commissioner	Paul A. Conroy	present

Commission Vice President Victor Makras was excused from attending the meeting.

Joanne Hayes-White	Chief of Department
Gary Massetani	Deputy Chief – Administration

Assistant Deputy Chiefs

Pete Howes	Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Michael Thompson	Support Services
Pat Casserly	Division of Airport

Assistant Chiefs

Johnny Lo

Division 2

Chris Stevenson

Division 3

Staff

Seb Wong

Section Chief – EMS Division

2. PUBLIC COMMENT

Commissioner Lau called for public comment. One member of the public approached.

Frank Kelly, Secretary of Local 798, spoke of inaccuracies in Commission Minutes of prior meetings that had already been approved and adopted. Specifically, Mister Kelly spoke to the promotional examinations. Mister Kelly ran out of time before completing his comments. Commissioner Conroy suggested through the Chair that additional comments be submitted to the Commission in writing. Commissioner Lau agreed and approved. Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

The Commission took an Agenda Item out of order at this time. Agenda Item Number 5 was read.

5. RETIREMENT CERTIFICATE – PRESENTATION

On June 1, 2008, Assistant Deputy Chief Robert Navarro retired after 32 years of dedicated service to the City and County of San Francisco. His accomplishments include serving as Chief Paramedic at the Department of Public Health, EMS Section Chief and the Assistant Deputy Chief in charge of Homeland Security.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

Chief Hayes-White asked ADC Robert Navarro (Ret) to join her at the front of the room. She spoke of Chief Navarro's achievements during his 30 years of service to San Francisco and also provided some background and history on retired Chief Navarro.

Chief Hayes-White then read the retirement certificate and presented it to retired Chief Navarro.

Retired Chief Navarro thanked everyone.

At this point, the Commission returned to the regular order of items in the Agenda.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of June 26th, 2008.

Commissioner Lau called for public comment. No one approached. Chief Hayes-White noted some typographical errors that will be corrected prior to posting of the Minutes. In addition, Chief Hayes-White clarified that the second and third components of the H-20 Lieutenant's exam will be over the course of three days; the 22nd, 23rd and 24th of August.

Commissioner Lau called for a Motion to adopt the Minutes with suggestions incorporated. Commissioner Conroy Moved.

Commissioner Nakajo Seconded. All were in favor. There were no Nays. The Minutes were approved.

4. COMMUNICATIONS RECEIVED BY COMMISSION

(June 21st, 2008 through July 3rd, 2008)

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COMMENDATIONS AND LETTERS OF RECOGNITION

1. From Robert Bozina, PhD, praising the skill and knowledge of Inspector Patrick Stranahan. Copy: Commissioners
2. From Janice McDonald, United States Coast Guard, commending Inspector Terry Gee on his keynote speech to the recent Asian American/Pacific Islander program. Copy: Commissioners

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division and the Division of Emergency Communications

Chief Hayes-White spoke of the budget process and felt that the department would be able to fulfill its mission and continue to serve the public without any decrease or cutbacks in services. Chief Hayes-White acknowledged the work of CFO Julia Dawson, Deputy Chief Gary Massetani and all staff members who helped in preparing the department's budget submission.

Chief Hayes-White noted the department now has four (4) static ambulances, located at Station 15, Ocean and Phelan; Station 17 on Shafter; Station 19 on Buckingham Way ; and Station 22 on 16th and Irving .

Chief Hayes-White reminded the commission that on May 18, 745 members of the department sat for the first component of the H-20 Lieutenant's test, 410 of whom scored high enough to move forward to the second and third components of the exam. The next components of the test will be conducted over three days in August, the 22, 23 and 24.

Chief Hayes-White reported on the Civil Service Commission meeting of July 7, 2008. All three agenda items relating to the fire department were reviewed and found favorable to the Department. Chief Hayes-White acknowledged Chief Massetani, DCA Katie Porter, Jesusa Bushong and Dave Johnson for their assistance and hard work.

On July 8, 2008, Chief Hayes-White announced 25 conditional offers of promotion to 25 captains to be promoted to battalion chiefs, subject to successful completion of the promotional

process which includes a physical examination and other document completion.

Commissioner Lau asked about the examination process for H-4 and H-6 Inspectors.

Chief Hayes-White noted that Fire Exam will begin the job analysis for the H-4 before the end of July.

Commissioner Conroy asked about the cutoff score for the Lieutenant's test. Discussion ensued with Commissioners asking questions and Chief Hayes-White responding.

Chief Hayes-White continued with the Operations Report. She noted the very difficult fire season already underway, earlier than in past years. Chief Hayes-White noted that, at one point, there were over 1,400 active fires, over 650,000 acres burned in the state and nearly 19,000 firefighters working on the line.

Chief Hayes-White commended all the members of the SFFD who participated – or who are currently participating – in Strike Teams. The department has been receiving great reports about the ingenuity, creativity, diligence and hard work of all SFFD department members.

During the current reporting period, SFFD responded to a high profile event involving MUNI. A light rail vehicle (LRV) rear-ending another LRV. Seven patients with minor injuries were transported to hospital and many others were evaluated on scene.

Chief Hayes-White reported that, during the month of June, the SFFD responded to eight cardiopulmonary resuscitations where a return to spontaneous circulation was achieved. Chief

Hayes-White stated that training, the oversight of the Rescue Captains and the company officers and the diligence of members all combined to achieve these successes.

Chief Hayes-White spoke of the very successful press conference attended by Lieutenant Mindy Tallmadge and Assistant Deputy Chief Barbara Schultheis on June 30 to talk about the July 4 holiday and the dangers of fireworks.

Chief Hayes-White gave a brief synopsis of the August 16 WMD drill.

Chief Hayes-White reported on the DHL aircraft fire at SFIA. She invited Assistant Deputy Chief Pat Casserly to give additional details. Chief Casserly was complimentary to all members of the firefighting crews, stating they all did fine jobs during a very difficult cockpit fire.

Commissioner Nakajo asked about the Battalion Chief's exam and Captain's exam, specifically how movements would be made as each group was appointed and moved up in the ranks. Discussion ensued. Commissioner Nakajo then asked about the phases of the Lieutenant's exam and the cutoff score and notifications of the members who took the test.

Commissioner Conroy asked about the Strike Teams currently deployed and planned relief. Discussion ensued with Commissioners asking questions and Chiefs Massetani & Hayes-White responding. Discussion continued on the subject of respiratory protection masks for members on the wildland fire line.

Commissioner Lau called for public comment. One member of

the public came forward. Frank Kelly, Secretary of Local 798, stated he would have information on the Cancer Foundation sent to the Commission. Secretary Kelly asked, through the Chair, about the notice letters to members who took the H-20 Lieutenant's exam. Chief Hayes-White replied that letters were sent out via U.S. mail and that the whole department would be notified by the following day. Secretary Kelly went on to comment about the proceedings at the Civil Service Commission earlier that week.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 7:10 PM.

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, July 24, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

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Chief of Department	Joanne Hayes-White
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2. PUBLIC COMMENT

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Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of July 10th, 2008.

San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is www.sfgov.org/fire_comm/. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Information on Disability Access

The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving the Commission's meeting location and Office are the 15 Third, 42 Downtown Loop, and N Judah (Second and King Streets stop). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at least two business days before the meeting at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Fire Commission meetings. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

Documents for Public Inspection

Documents referred to in this agenda are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours

Know Your Rights Under The Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.

4. COMMUNICATIONS RECEIVED BY COMMISSION
(July 4th, 2008 through July 18th, 2008)

Sender	Date Received	Comments
James H Adams III	07/04/08	Addressed to the Commission
A. Smith	07/07/08	Addressed to the Commission
Robert G Boudoures (2 ltrs)	07/05/08	Addressed to the Commission
Jenny Osgood	07/03/08	Addressed to the Commission
John Banks (2 ltrs)	07/15/08	Addressed to the Commission
Carmen Yolde	07/15/08	Addressed to the Commission
Anonymous H-2 & Colleagues	07/03/08	Addressed to the Commission
Charlie Sherwin	7/11/08	Addressed to the Commission

5. LEAVE OF ABSENCE [Action]

Submitting request for leave of absence with pay by Chief of Department for four days, July 28 through July 31, 2008, to attend the Pinnacle 2008 conference in San Diego, CA. Chief Hayes-White has been invited to speak at the conference on the subject of integration of Emergency Medical Services into the Fire Service.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the department.

7. ADJOURNMENT

Fire Commission

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July 24, 2008

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**SAN FRANCISCO FIRE COMMISSION
FIRE COMMISSION REGULAR MEETING
Thursday – July 24, 2008 – 6:00 p.m.
698 Second Street, Room 102**

The meeting was called to order at 6:04 PM.

1. ROLL CALL

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul A. Conroy	present

Chief of Department	Joanne Hayes-White	present
Gary Massetani	Deputy Chief – Administration	

Assistant Deputy Chiefs

Pete Howes	Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training
Pat Casserly	Airport Division
Mike Thompson	Support Services

Brendan O'Leary

Homeland Security

Assistant Chiefs

James Barden

Division 2

Frank Cardinale

Division 3

Staff

Jesusa Bushong

Human Resources

Karl Sporer

EMS Medical Director

Seb Wong

S/C EMS Operations

2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of July 10th, 2008.

Commissioner Lau called for public comment. No one

approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Commissioner Conroy noted some typographical errors and pointed out an incorrect notation in the Draft Minutes.

Commissioner Lau called for a Motion to adopt the Minutes. Commissioner Conroy Moved with his suggestions incorporated. Commissioner Makras Seconded. All were in favor. There were no Nays. The Minutes were approved.

4. COMMUNICATIONS RECEIVED BY COMMISSION (July 4th, 2008 through July 18th, 2008)

Sender	Date Received	Comments
James H Adams III	07/04/08	Addressed to the Commission
A. Smith	07/07/08	Addressed to the Commission
Robert G Boudoures (2 ltrs)	07/05/08	Addressed to the Commission
Jenny Osgood	07/03/08	Addressed to the Commission
John Banks (2 ltrs)	07/15/08	Addressed to the Commission
Carmen Yolde	07/15/08	Addressed to the Commission
Anonymous H-2 & Colleagues	07/03/08	Addressed to the Commission
Charlie Sherwin	7/11/08	Addressed to the Commission

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

5. LEAVE OF ABSENCE

Submitting request for leave of absence with pay by Chief of Department for four days, July 28 through July 31, 2008, to attend the Pinnacle 2008 conference in San Diego, CA. Chief Hayes-White has been invited to speak at the conference on the subject of integration of Emergency Medical Services into the Fire Service.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. There was no discussion among the commissioners.

Chief Hayes-White provided an overview of the conference and her presentation. She noted that, in her absence, Chief Massetani would be the acting chief from Monday afternoon, July 28th, until Saturday, August 2nd.

Commissioner Lau called for a Motion to Approve the Chief's leave. Commissioner Conroy Moved. Commissioner Makras Seconded. All were in favor. There were no Nays.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the department.

Chief Hayes-White reported that the department closed fiscal year '07-'08 with a \$1.3 million savings which we have taken as

part of the rollover into '08-'09.

Chief Hayes-White spoke of the interest of late regarding overtime expenditures. She spoke of the department's specialty units and Bureaus. She noted that work was being done to improve on the overtime expenditures in those areas.

Chief Hayes-White congratulated Chiefs Mike Thompson and Tom Siragusa, who were present in the gallery. They were two of the twenty-five H-40 Battalion Chief appointees that had been finalized on Tuesday, July 22nd.

Chief Hayes-White complimented all members involved in the testing and promotional process; Human Resources, Commissioners and staff. She noted it was a team effort that made the promotions possible.

Chief Hayes-White stated that she was preparing to make twenty five H-30 Captain promotions in the very near future.

Chief Hayes-White stated that the second and third portions of the H-20 Lieutenant exam will be conducted on the 22nd, 23rd, and 24th of August. Four hundred and ten (410) candidates will be moving on to those phases of the examination. Chief Hayes-White added that the goal was to have an eligibility list created by October of 2008.

Chief Hayes-White stated that H-4 and H-6 exams were being developed and will be offered before the end of the current calendar year. The last examination for H-6 Investigator was in 1983.

Chief Hayes-White reported on the functional exercise at the

Emergency Operations Center (EOC) that was held on Thursday, July 17th, in which several officers from the SFFD participated.

Chief Hayes-White also discussed the Weapons of Mass Destruction drill that is planned for August. The drill will simulate two large scale events, occurring almost simultaneously, the purpose being to evaluate the system response under stress of two incidents. The drill will be a multi-agency, multi-jurisdictional event including sheriff, DPW, police department, the 95th Civil Support Team, the Federal Bureau of Investigation and other agencies.

Chief Hayes-White also spoke of her activities in the search for a new Operations Chief.

Commissioner Nakajo asked about the H-20 exam process and specifically asked about the eligibility list and how long it would be good for. Chief Hayes-White replied that it was a three-year list.

Discussion ensued regarding the test and those who did not pass the cut-off score. Commissioners asked questions and Chief Hayes-White and staff responded.

Commissioner Conroy continued the conversation by asking about the scoring and review process, as well as asking about the appointment process for Assistant Chiefs (ACs).

Commissioner Makras spoke of transparency in the process and about candidates reviewing their actual examinations and scores as well as the correct answers, so they can see what was done wrong.

Human Resources Director Jesusa Bushong stated that a 2000 negotiation between Firefighters Union Local 798 and the Civil Service Commission created a provision whereby candidates would not be permitted to see the answer key of an examination.

Chief Hayes-White noted that this provision was not City – or Civil Service – wide. Human Resources Director Jesusa Bushong noted that was correct and cited the example of Civil Service Miscellaneous employee examinations; in a multiple choice scenario, whereby everyone can actually see each item and the answer key and challenge the answers. And books and other sources can be brought to prove that the answer key had the wrong answer.

Discussion ensued among the Commissioners and department staff regarding the viewing of examinations answers and keys.

Deputy City Attorney Katie Porter stated that both the California Public Records Act and the Sunshine Ordinance expressly carve out examinations from disclosure. So even in the laws favoring disclosure, there are certain items or categories of records that are deemed to be exempt from disclosure. This exam content is one of them.

Discussion on the subject continued.

Commissioner Makras asked about Secondary Criteria in the latest round of appointments and if the Chief employed those or if she just took people off the list in rank order. Chief Hayes-White stated that she reviewed all of the secondary criteria for all candidates and after doing so decided to go down

in rank order. There were two members tied at 24, so 25 permanent appointments were made and a 26th appointment was made Acting.

Commissioner Makras then spoke of an Order of Suspension that was included in the Commission packets. He asked about the content and the process by which discipline levels were chosen and given. Discussion ensued on the subject with Deputy City Attorney Katie Porter weighing in on the conversation.

Deputy Chief Massetani proceeded with the Administration report. He spoke of the timelines and schedules for proposed promotional examinations for the H-4, H-6, H-3 Level III and H-33 ranks, as well as a proposed hiring into the H-2 rank.

Chief Massetani also spoke of long range plans for an examination for the H-43 rank, as well as that of H-32 Captain of Fire Prevention and Investigation.

Commissioner Conroy asked about the examination process for Firefighter/Paramedics. Chief Massetani and Chief Hayes-White replied.

Commissioner Lau spoke of Outreach efforts. Chief Hayes-White responded to questions and ideas on the subject.

Chief Massetani noted that the Human Resources unit was actively engaged in the process for hiring a Commission Secretary. The office had received 98 applications so far and these would be reviewed and ranked.

Chief Massetani stated that Training Module 7 would soon be

starting. Instructors would be traveling to fire stations and testing members on site, instead of companies traveling to Treasure Island.

Chief Massetani spoke of the Strike Teams and their latest deployment to the Paradise fire. Chief Cardinale noted that he received many compliments from other services, other departments and from civilians on the performance of San Francisco Firefighters. He noted he was very proud of the department's personnel.

Discussion ensued regarding Strike Teams, with the commissioners asking questions and Chiefs Cardinale and Siragusa responding.

Chief Massetani reported on new security equipment being considered for Fire Department facilities. He also spoke about a new mobile telephone contract which would save the department significant amounts of money and provide more talk-time minutes.

Chief Massetani reported that the Bureau of Equipment responded to 102 calls from field units for the aid and maintenance of tools, apparatus and equipment. They also responded to 11 working fires, greater alarms and/or special call incidents.

Chief Massetani reported that department staff performed routine maintenance on the Auxiliary Water Supply System and repaired approximately 92 low pressure hydrants. 87 hydrants were repainted due to graffiti and vandalism.

Chief Massetani reported that the Management Information

Services members had updated many department forms and put them on computers in PDF format. MIS also created a report that better tracks OES deployment related to overtime.

Chief Massetani reported that, as of fiscal year '07-'08 and to date, the Historical Society has not spent any money from the Wilkinson fund account. The Society is working on finding locations for additional storage of equipment and artifacts.

Chief Massetani reported that the Planning and Research bureau has been working with all assignment changes for the new 25 permanent battalion chiefs, as well as the upcoming vacancy list which will be out in September.

Chief Massetani reported that the Physician's Office reported a total number of 14 work-related injuries for the last month, which is the lowest in this four year administration.

Chief Massetani reported that 38 members were on Disability Leave, which is less than same time last year.

Chief Massetani reported that 36 members had been randomly tested by ISB officers. All tests were negative. There were two Post Accident tests performed in the past month, all were negative. Three investigations are ongoing and results will be forwarded to the Chief of Department within 60 days.

Chief Massetani reported on a meeting regarding Presidio Fire Department. Department members attended the meeting in the office of Congresswoman Nancy Pelosi with the district director; the superintendent for Golden Gate National Parks; Chief Tim Phipps, chief of the Presidio Fire Department and the president of AIFF for the Presidio Fire Department members,

who have approximately 28 members.

Commissioner Nakajo thanked Chief Massetani for a comprehensive report. Discussion ensued over the current and the proposed mobile phone carrier for the department.

Commissioner Conroy asked about Live Fire Drills. Chief of Training Tom Siragusa elaborated and explained.

Commissioner Conroy again asked for a report or presentation from the Historical Society on current activities and issues.

Discussion ensued regarding the Presidio Fire Department, the Mutual Aid agreement and potential revenue streams.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 7:49 PM.

SAN FRANCISCO FIRE COMMISSION

Fire Commission Special Meeting

Thursday, August 14, 2008, 4:00 p.m.

698 Second Street, Room 221 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

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2. PUBLIC EMPLOYEE APPOINTMENT/HIRING: CLASS 1454 - FIRE COMMISSION SECRETARY *[Discussion and Possible Action]*

Discussion regarding applicants for the Fire Commission Secretary position; possible action to select applicants for interviews or to take other action. The meeting may be held in closed session pursuant to Government Code §54957(b) and San Francisco Administrative Code §67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2 (including any comment pertaining to the Fire Commission Secretary position or whether to hold the meeting in closed session).

B. Vote on whether to hold the meeting in closed session. [Action]

C. Discussion of applicants' resumes and functional exercise submissions and possible action to select applicants for interviews or to take other action (in open or closed session, per the Commission's vote). [Discussion and Possible Action]

D. If closed session is held, reconvene in open session.

(1) Report any action taken in closed session as specified in California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

(2) Vote to elect whether to disclose any or all closed session discussions. [Action]

3. ADJOURNMENT

Fire Commission

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August 14, 2008 (Special Meeting 4:00 PM)

Minutes of the Fire Commission Special Meeting

Thursday, August 14, 2008, 4:00 PM

698 Second Street, Room 221 n San Francisco n California n 94107

President Lau called the meeting to order at 4:00 PM.

1. On **ROLL CALL**, the following were present

President	George Lau
Vice President	Victor Makras
Commissioner	Paul A. Conroy

Commissioner	Stephen A. Nakajo (excused from this meeting)
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Also Present

Katharine Porter, Deputy City Attorney, Counsel to the Commission
Andy Zanoft, Acting Secretary to the Commission

2. **PUBLIC EMPLOYEE APPOINTMENT/HIRING: CLASS 1454 - FIRE COMMISSION SECRETARY** *[Discussion and Possible Action]*

Discussion regarding applicants for the Fire Commission Secretary position; possible action to select applicants for interviews or to take other action. The meeting may be held in closed session pursuant to Government Code §54957(b) and San Francisco Administrative Code §67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2 (including any comment pertaining to the Fire Commission Secretary position or whether to hold the meeting in closed session).

Commissioner Lau called for public comment. No one came forward. Commissioner Lau closed public comment.

B. Vote on whether to hold the meeting in closed session.

Commissioner Conroy Moved for Closed Session and Commissioner Makras Seconded. The Motion was unanimously approved 3-0 (Conroy, Makras, Lau). The Commission went into closed session discussions at 4:10 PM.

C. Discussion of applicants' resumes and functional exercise submissions and possible action to select applicants for interviews or to take other action

The Discussions were held in Closed Session.

D. If closed session is held, reconvene in open session.

The Commission reconvened in Open Session at 5:15 PM.

(1) Report any action taken in closed session as specified in California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

Commissioner Lau reported that the Commission reviewed the candidates in Closed Session and selected names for the Department to contact and invite for interviews.

(2) Vote to elect whether to disclose any or all closed session discussions. [Action]

Commissioner Makras Moved to not disclose any discussion held in closed session and Commissioner Conroy Seconded. The Motion was unanimously approved by those present 3-0 (Lau, Conroy, Makras).

3. ADJOURNMENT

The meeting was adjourned at 5:16 PM.

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Thursday, August 14, 2008, 5:00 PM

698 Second Street, Room 221, San Francisco, California 94107

AGENDA

DOCUMENTS DEPT.

Item No.

1. ROLL CALL

AUG 06 2008

President George Lau
Vice President Victor Makras
Commissioner Stephen A. Nakajo
Commissioner Paul A. Conroy

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2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Conference with City Attorney to discuss pending litigation and proposed settlement: *Estate of Nicholas Torrico et al. v. CCSF et al., United States District Court Case No. 07-3624*, Action filed: July 13, 2007; possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuit. This item may be heard in Closed Session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d).

a. PUBLIC COMMENT ON SPECIAL MEETING AGENDA ITEM; POSSIBLE CLOSED SESSION

1. Public Comment on Agenda Item No. 2, including, if there is a motion to invoke the attorney-client privilege to go into Closed Session, public comment on whether to go into Closed Session.
2. If there has been a motion to invoke the attorney-client privilege to go into Closed Session: Vote on whether to hold Closed Session to confer with legal counsel.

b. CONFERENCE AND POSSIBLE ACTION, OPEN SESSION OR CLOSED SESSION

1. Conference with City Attorney regarding pending litigation and proposed settlement.
2. Possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuit.

c. IF CLOSED SESSION IS HELD, RECONVENE IN OPEN SESSION

1. Vote to elect whether to disclose any or all Closed Session discussions.

3. ADJOURNMENT

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

OF

SCOTLAND

IN

SEVEN VOLUMES

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Fire Commission

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August 14, 2008 (Special Meeting 5:00 PM)

Minutes of the Fire Commission Special Meeting

Thursday, August 14, 2008, 5:00 PM

698 Second Street, Room 221, San Francisco, California 94107

Commissioner Lau called the meeting to order at 5:20 PM.

1. On **ROLL CALL**, the following were present

President	George Lau
Vice President	Victor Makras
Commissioner	Paul A. Conroy

Commissioner	Stephen A. Nakajo (excused from this meeting)
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Also present

Katharine Porter, Deputy City Attorney, Counsel to the Commission
Blake Loeb, Deputy City Attorney, Litigation Team

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Conference with City Attorney to discuss pending litigation and proposed settlement: *Estate of Nicholas Torrico et al. v. CCSF et al., United States District Court Case No. 07-3624*, Action filed: July 13, 2007; possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuit. This item may be heard in Closed Session pursuant to Government Code §54956.9(a)

and San Francisco Administrative Code §67.10(d).

a. PUBLIC COMMENT ON SPECIAL MEETING AGENDA ITEM

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

b. VOTE ON WHETHER TO HOLD THE MEETING IN CLOSED SESSION

Commissioner Conroy Moved to assert Attorney-Client privilege and go into Closed Session. Commissioner Makras Seconded. The Motion was unanimously approved by those present 3-0 (Lau, Makras, Conroy). The Commission went into Closed Session at 5:25 PM.

3. CONFERENCE AND DISCUSSIONS

The conference and discussions were held in Closed Session.

A. If closed session is held, reconvene in open session

The Commission reconvened in Open Session at 6:05 PM.

(1) Report any action taken in closed session as specified by California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

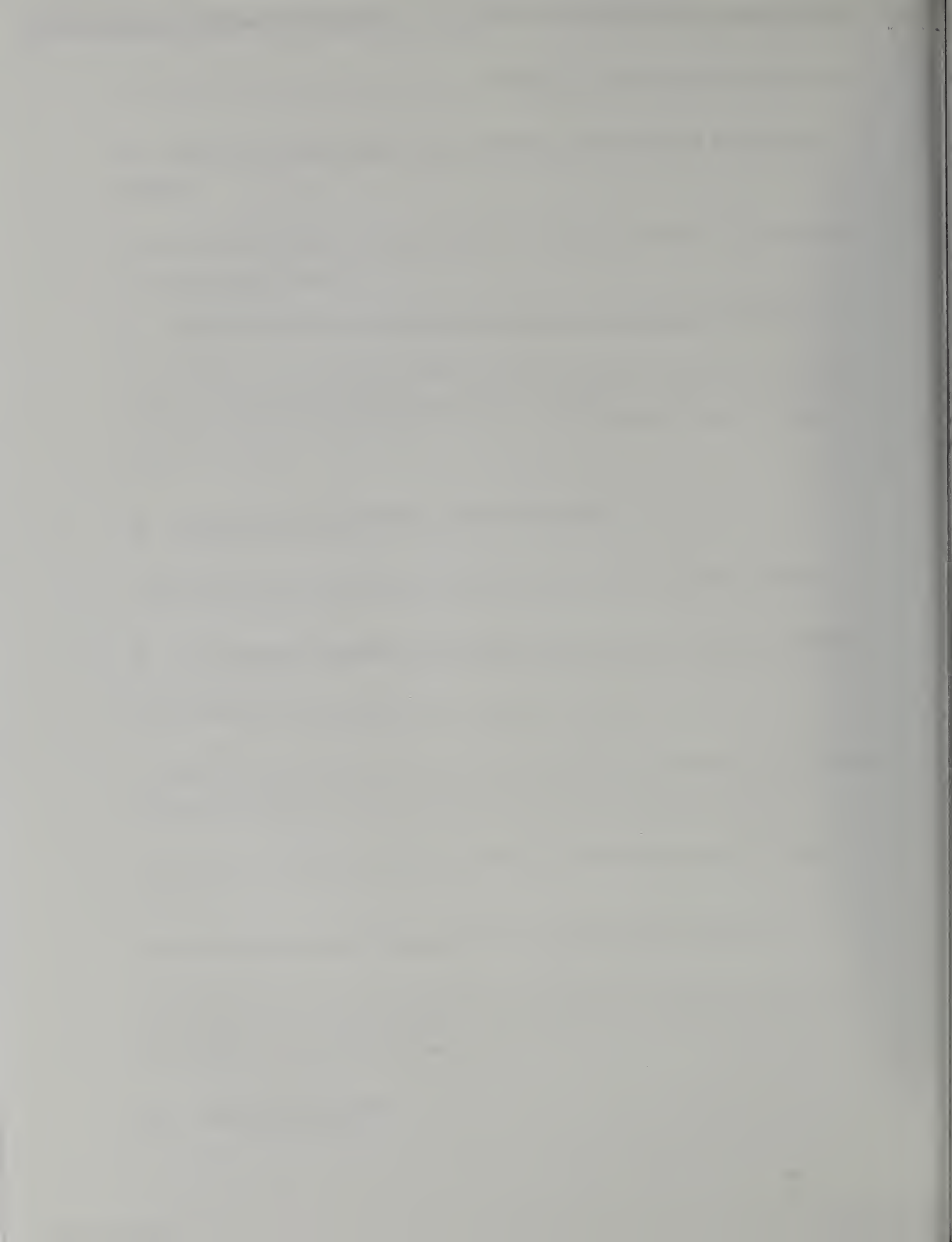
Commissioner Lau reported that the Commission discussed the case in Closed Session.

(2) Vote to elect whether to disclose any or all closed session discussions

Commissioner Conroy Moved to Not Disclose any discussion held in closed session and Commissioner Makras Seconded. The Motion was unanimously approved by those present 3-0 (Conroy, Makras, Lau).

3. ADJOURNMENT

The meeting was adjourned at 6:12 PM.



SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, August 14, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of July 24th, 2008.

San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is www.sfgov.org/fire_comm/. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Information on Disability Access

The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving the Commission's meeting location and Office are the 15 Third, 42 Downtown Loop, and N Judah (Second and King Streets stop). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at least two business days before the meeting at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Fire Commission meetings. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

Documents for Public Inspection

Documents referred to in this agenda are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours

Know Your Rights Under The Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.

4. COMMUNICATIONS RECEIVED BY COMMISSION
(July 18th, 2008 through August 7th, 2008)

Sender	Date Received	Comments
Star Reporting Services	08/05/08	Addressed directly to the Commission
Mattison Fitzgerald	08/02/08	Addressed directly to the Commission
Mattison Fitzgerald	08/03/08	Addressed directly to the Commission
Claudia Lippi	08/04/08	Addressed directly to the Commission
James Corrigan	07/31/08	Addressed directly to the Commission
Gerald Shannon	07/30/08	Addressed directly to the Commission
Daniel Chavez	07/18/08	Addressed directly to the Commission
James Corrigan	07/29/08	Addressed directly to the Commission

5. LEAVE OF ABSENCE

Submitting request for leave of absence with pay by Chief of Department for three days, August 12 through August 14, 2008, to attend the quarterly meeting of the Federal Emergency Management Agency's National Advisory Committee. Chief Hayes-White is a member of FEMA's National Advisory Committee. Travel, meals and lodging will be paid for by FEMA. No Fire Department funds will be used for this trip.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department, overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications

7. ADJOURNMENT

Fire Commission

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August 14, 2008

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SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING

Thursday – August 14, 2008 – 6:00 p.m.

698 Second Street, Room 102

The meeting was called to order at 6:20 PM.

1. ROLL CALL

President

George Lau

present

Vice President

Victor Makras

present

Commissioner

Paul A. Conroy

present

Commissioner

Stephen A. Nakajo

excused from this meeting

Acting Chief of Department

Gary Massetani

present

Chief of Department
excused from this meeting

Joanne Hayes-White

Assistant Deputy Chiefs

Pete Howes

Emergency Medical Services

Tom Siragusa

Division of Training

Pat Casserly

Airport Division

Assistant Chiefs

Mike Morris

Division 2

Audrey Lee

Division 3

Staff

Seb Wong

S/C EMS Operations

Dave Franklin

BC Special Operations

2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

Commissioner Lau called for public comment. No one

approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of July 24th, 2008.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Commissioner Lau called for a Motion to adopt the Minutes. Commissioner Conroy Moved. Commissioner Makras Seconded. All were in favor. There were no Nays. The Minutes were approved.

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Gerald Shannon	07/30/08	Addressed directly to the Commission
Daniel Chavez	07/18/08	Addressed directly to the Commission
James Corrigan	07/29/08	Addressed directly to the Commission

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

5. LEAVE OF ABSENCE

Submitting request for leave of absence with pay by Chief of Department for three days, August 12 through August 14, 2008, to attend the quarterly meeting of the Federal Emergency Management Agency's National Advisory Committee. Chief Hayes-White is a member of FEMA's National Advisory Committee.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. There was no discussion among the commissioners.

Commissioner Lau called for a Motion to Approve the Chief's leave. Commissioner Makras Moved. Commissioner Conroy Seconded. All were in favor. There were no Nays.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the

budget and Divisions within the Department, overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications

Chief Massetani noted that the Finance and Accounting staff were busy working on the Year-End Close and that the Department is still showing a \$1.3 million savings. Chief Massetani added that the Mayor signed the 2008-2009 budget on July 30th.

Chief Massetani noted that the members appointed to Battalion Chief had all received their uniforms and equipment and that new assignments will be in effect by the next pay-period.

Chief Massetani stated twenty-four members selected for appointment to H-30 Captain are currently going through their medical screening and permanent appointments are projected for mid-September.

Chief Massetani discussed the H-20 Lieutenant's examination process and the work that is being done on the test. He noted that 410 members will be taking the examination between August 22nd and 24th. 2008.

Chief Massetani announced a dedication ceremony that will be held in the lobby of Fire Department Headquarters on Thursday, August 28th, 2008, at 5:30 PM. The dedication will focus on William Coulter's oil painting DENIAL OF DISASTER, which depicts the San Francisco Fire following the great earthquake of April 18, 1906.

Chief Massetani conveyed Chief Hayes-White's invitation for all the fire commissioners to join her at the San Francisco Fire and Police Mass, which will be held on Sunday, September 7th,

2008, at 10:30 AM in St. Monica's Church.

Chief Massetani noted there had been two greater alarms in the past month; on July 18th at 1527 LaSalle Avenue and on August 5th at 2335 Washington Street.

On LasSalle Avenue, 68 fire and EMS personnel were on scene. Three adults were displaced in this fire; no fire personnel or civilians were injured. Property damage was approximately \$600,000 with contents of \$300,000.

On Washington Street, 64 fire and EMS personnel were on scene. Only one adult was displaced and injured, but no department members were injured at all. Property damage was approximately \$100,000 with contents of about \$20,000.

Chief Massetani stated there would be a WMD (Weapons of Mass Destruction) drill on Saturday, August 16th, that will start at 10 AM. Chief Massetani provided details of the drill, as well as asked Special Operations Battalion Chief Dave Franklin to give a short overview of the drill and Department activities. Chief Massetani noted the EMS Reconfiguration was completed on June 30th, 2008. There remain only four static ambulances, all others are dynamic. The EMS Division is monitoring response times, unit utilization and workload issues.

The EMS Division is also participating in SUASI Workgroups for Mass Care and Medical Surge. EMS personnel are also planning for the Lanza Concert, San Francisco Streets event and Halloween.

Chief Massetani noted the Bureau of Fire Prevention has been

working with the Mayor's Office and the Small Business Commission staff to streamline the application process and permit process for small businesses.

Chief Massetani added that the promotional examination for H-4 Inspector is scheduled for September 27th, 2008, with a list anticipated by the first of January 2009.

Chief Massetani discussed and gave an overview of an article that appeared in that morning's Chronicle newspaper. The article focused on response times and the perceived lack of ambulances.

Chief Massetani discussed the call-taking process, the dispatch and response time segments and the general City call volume. Chief Massetani noted that the Department responds to more than 100,000 emergency calls every year and that the numbers keep going up. In 2005, the Department responded to over 98,000 calls; in 2006, over 101,000 calls; and in 2007, 103,000 calls. Chief Massetani added that 2008 is projected to surpass 104,000 calls.

Despite the increase in call volume, the Department's response times remain steady. Chief Massetani stated that the number of fire stations has not increased over the years but that the Department gets to calls over 90 percent of the time, in 5 minutes or less, year after year, for nearly two decades.

Discussion ensues with the Commission asking questions and Chief Massetani responding.

Commissioner Conroy asked about the arrival of First Paramedic (ALS) On Scene. Chief Massetani stated the goal was 7 minutes and the Department achieves that 97 percent of the time.

Chief Massetani pointed out some inconsistencies in the article, as well as noting the citations are regarding ambulance response times, but the figures being quoted in the article are Engine response times.

Commissioner Makras noted his pleasure with the performance of the Department but added that there are always areas for improvement.

Commissioner Conroy asked about the response time goal for an Automatic External Defibrillator. He pointed out that the criteria had changed some years back.

Discussion ensues regarding the various apparatus and the associated response times for specialized equipment.

Discussion then turned to Closest Facility transport for ambulances and the delays that out-of-county transport cause.

Commissioner Conroy asked about the Department's plan to respond to the Chronicle article. Chief Massetani replied that the article had just come out that morning and that Chief Hayes-White would be back that night and would be holding a meeting in the coming days to discuss action of that type.

Commissioner Makras reiterated his position regarding out-of-county ambulance transports and the policy of allowing patients to choose their destination hospital.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 7 PM.

In Memory of those firefighters who lost their lives fighting the California Wildfires and with best wishes for their families

In Memory of Robert Soberanis, Firefighter, SFFD Airport Division, who recently passed away and with best wishes for his family



SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Tuesday, August 26, 2008 - 5:30 PM

698 Second Street, Room 201, San Francisco, CA 94107

AGENDA

DOCUMENTS DEPT.

Item No.

1. ROLL CALL

Hearing Officer – George Lau

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2. CASE NO. 08-05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS, OR OTHER ACTION ON CHARGES [Action item]

On May 14, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Commission, alleging that Battalion Chief Lorrie Kalos misused City resources for political purposes while campaigning for a seat on the Millbrae City Council. Chief Kalos has been charged with the following violations:

- Department Rules and Regulations Section 3907 – Unauthorized Use of Authority of Uniform
- Department Rules and Regulations Section 3922 – Acts Detrimental to the Welfare of the Department
- SF Campaign and Government Conduct Code, Section 3.23(b) – City officers and employees shall not participate in political activities of any kind while in uniform
- SF Campaign and Government Conduct Code, Section 3.23(c) – No City officer may engage in political activity during working hours or on City premises
- California Government Code, Section 8314

a. Public Comment on Special Meeting Agenda Item and possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

b. Votes on closed session:

(1) Whether to hold the hearing on the verified complaint in closed session **[Action]**

(2) Whether to conduct deliberations in closed session **[Action]**

c. Hearing and Deliberations

(1) Hearing on charges (in open or closed session, per the Commission's vote)

(2) Deliberations and possible action on charges (in open or closed session, per the Commission's vote) **[Discussion and Possible Action]**

d. If closed session is held, reconvene in open session

(1) Report any action taken in closed session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)

(2) Vote to elect whether to disclose any or all closed session discussions **[Action]**

3. ADJOURNMENT

SAN FRANCISCO



FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Tuesday, August 26, 2008 - 5:30 PM

698 Second Street, Room 102, San Francisco, CA 94107

08-26-08P03:42 RCVD

AGENDA

DOCUMENTS DEPT.

AUG 26 2008

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Item No.

1. ROLL CALL

Hearing Officer – George Lau

2. CASE NO. 08-05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS, OR OTHER ACTION ON CHARGES [Action item]

On May 14, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Commission, alleging that Battalion Chief Lorrie Kalos misused City resources for political purposes while campaigning for a seat on the Millbrae City Council. Chief Kalos has been charged with the following violations:

- Department Rules and Regulations Section 3907 – Unauthorized Use of Authority of Uniform
- Department Rules and Regulations Section 3922 – Acts Detrimental to the Welfare of the Department
- SF Campaign and Government Conduct Code, Section 3.23(b) – City officers and employees shall not participate in political activities of any kind while in uniform
- SF Campaign and Government Conduct Code, Section 3.23(c) – No City officer may engage in political activity during working hours or on City premises
- California Government Code, Section 8314

a. Public Comment on Special Meeting Agenda Item and possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action [Government Code §54954.3(a), Administrative Code §67.15(b)]

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

b. Votes on closed session:

- (1) Whether to hold the hearing on the verified complaint in closed session **[Action]**
- (2) Whether to conduct deliberations in closed session **[Action]**

c. Hearing and Deliberations

- (1) Hearing on charges (in open or closed session, per the Commission's vote)
- (2) Deliberations and possible action on charges (in open or closed session, per the Commission's vote) **[Discussion and Possible Action]**

d. If closed session is held, reconvene in open session

- (1) Report any action taken in closed session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
- (2) Vote to elect whether to disclose any or all closed session discussions **[Action]**

3. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Thursday, August 28, 2008, 12:00 PM

698 Second Street, Room 221, San Francisco, California 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [DISCUSSION AND POSSIBLE ACTION]

Conference with legal counsel to discuss pending litigation and proposed settlement: *Estate of Nicholas Torrico et al. v. CCSF et al.*, United States District Court Case No. 07-3624, Action filed: July 13, 2007; possible vote to recommend that the Board of Supervisors approve settlement of the lawsuit or to take other action. This item may be heard in closed session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d). This item is continued from August 14, 2008.

A. Public comment on all matters relating to Agenda Item No. 2, including whether to go into closed session.

B. Vote on whether to invoke the attorney-client privilege and meet in closed session to confer with legal counsel. [ACTION]

C. Conference with legal counsel regarding pending litigation and proposed settlement; possible vote to recommend that the Board of Supervisors approve settlement of the lawsuit or to take other action (in open or closed session, per the Commission's vote). [DISCUSSION AND POSSIBLE ACTION]

D. If closed session is held, reconvene in open session. Vote to elect whether to disclose any or all closed session discussions. [ACTION]

3. ADJOURNMENT

08-20-08P02:14 RCVD

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**Minutes of the Fire Commission Special Meeting**

Thursday, August 28, 2008, 12:00 PM

698 Second Street, Room 221, San Francisco, California 94107

Commissioner Lau called the meeting to order at 12:10 PM.

1. On ROLL CALL, the following were present

President	George Lau
Vice President	Victor Makras
Commissioner	Paul A. Conroy
Commissioner	Stephen A. Nakajo

DOCUMENTS DEPT.

SEP 18 2008

SAN FRANCISCO
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Molly Stump, Deputy City Attorney, Counsel to the Commission (for Katie Porter)
Blake Loebs, Deputy City Attorney, Litigation Team
Andy Zano, Acting Secretary to the Fire Commission
Chief Joanne Hayes-White
Deputy Chief Gary Massetani
Battalion Chief Victor Wyrsh

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Conference with City Attorney to discuss pending litigation and proposed settlement: *Estate of Nicholas Torrico et al. v. CCSF et al.*, United States District Court Case No. 07-3624, Action filed: July 13, 2007; possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuit. This item may be heard in Closed Session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d). This item is continued from August 14, 2008.

a. PUBLIC COMMENT ON SPECIAL MEETING AGENDA ITEM

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

b. VOTE ON WHETHER TO HOLD THE MEETING IN CLOSED SESSION

Commissioner Conroy Moved to assert Attorney-Client privilege and go into Closed Session. Commissioner Makras Seconded. The Motion was unanimously approved by those present 4-0 (Lau, Makras, Conroy, Nakajo). The Commission went into Closed Session at 12:17 PM.

3. CONFERENCE AND DISCUSSIONS

The conference and discussions were held in Closed Session.

SAN FRANCISCO FIRE COMMISSION

If closed session is held, reconvene in open session

The Commission reconvened in Open Session at 2:00 PM.

(1) Report any action taken in closed session as specified by California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

Commissioner Lau reported that the Commission discussed the case in Closed Session.

(2) Vote to elect whether to disclose any or all closed session discussions

Commissioner Conroy Moved to Not Disclose any discussion held in closed session and Commissioner Makras Seconded. The Motion was unanimously approved by those present 4-0 (Conroy, Makras, Lau, Nakajo).

Commissioner Lau did make a Report of Action taken in Closed Session. Commissioner Lau announced that, in a vote of 4-0, with all Commissioners present and voting unanimously, the Fire Commission rejected the Settlement and will not recommend the Settlement to the Board of Supervisors.

3. ADJOURNMENT

The meeting was adjourned at 2:10 PM.

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Thursday, August 28, 2008, 1:00 PM

698 Second Street, Room 221, San Francisco, California 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy

2. PUBLIC EMPLOYEE APPOINTMENT/HIRING: CLASS 1454 - FIRE COMMISSION SECRETARY- *[Discussion and Possible Action]*

Interviews with selected applicants for the Fire Commission Secretary position; deliberations and possible action to make an offer of employment or take other action. The meeting may be held in closed session pursuant to Government Code §54957(b) and San Francisco Administrative Code §67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2, including any comment pertaining to the Fire Commission Secretary appointment/hiring or whether to hold the meeting in closed session.

B. Vote on whether to hold the meeting in closed session. [Action]

C. Interviews and deliberations to make an offer of employment or take other action (in open or closed session, per the Commission's vote). [Discussion and Possible Action]

D. If closed session is held, reconvene in open session.

(1) Report any action taken in closed session as specified in California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

(2) Vote to elect whether to disclose any or all closed session discussions. [Action]

3. ADJOURNMENT

08-20-08P02:14 RCVD

DOCUMENTS DEPT.

AUG 20 2008

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**Minutes of the Fire Commission Special Meeting**

Thursday, August 28, 2008, 1:00 PM

698 Second Street, Room 221 ■ San Francisco ■ California ■ 94107

President Lau called the meeting to order at 2:10 PM. He apologized for the delay.

1. On ROLL CALL, the following were present

President	George Lau
Vice President	Victor Makras
Commissioner	Paul A. Conroy
Commissioner	Stephen Nakajo

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SEP 18 2008

SAN FRANCISCO
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Molly Stump, Deputy City Attorney, Counsel to the Commission (for Katie Porter)
Rob Neunekar, Acting Secretary to the Commission (for Andy Zanoft)

2. PUBLIC EMPLOYEE APPOINTMENT/HIRING: CLASS 1454 - FIRE COMMISSION SECRETARY- Interview of Candidates

Meeting to interview selected candidates for the position of Fire Commission Secretary. This item may be heard in Closed Session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d).

a. PUBLIC COMMENT ON SPECIAL MEETING AGENDA ITEM; POSSIBLE CLOSED SESSION

1. Public Comment on Agenda Item No. 2, including, if there is a motion to invoke the attorney-client privilege to go into Closed Session, public comment on whether to go into Closed Session.

Commissioner Lau called for public comment. No one came forward. Commissioner Lau closed public comment.

2. If there has been a motion to go into Closed Session: Vote on whether to hold Closed Session to conduct interviews.

Commissioner Conroy Moved for Closed Session and Commissioner Makras Seconded. The Motion was unanimously approved 4-0 (Conroy, Makras, Lau, Nakajo). The Commission went into closed session discussions at 2:15 PM.

b. INTERVIEW CANDIDATES

The Interviews were held in Closed Session.

SAN FRANCISCO FIRE COMMISSION

c. IF CLOSED SESSION IS HELD, RECONVENE IN OPEN SESSION

The Commission reconvened in Open Session at 4:55 PM.

(1) Report any action taken in closed session as specified in California Government Code §54957.1(a)(5) and San Francisco Administrative Code §67.12(b)(4).

Commissioner Lau reported that the Commission had conducted interviews in Closed Session and would be selecting a candidate in the near future.

(2) Vote to elect whether to disclose any or all closed session discussions.

Commissioner Makras Moved to not disclose any discussion held in closed session and Commissioner Nakajo Seconded. The Motion was unanimously approved by those present 4-0 (Lau, Conroy, Makras, Nakajo).

3. ADJOURNMENT

The meeting was adjourned at 5:00 PM.

SAN FRANCISCO FIRE COMMISSION



Fire Commission Regular Meeting

Thursday, August 28, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White

2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of August 14th, 2008.

08-20-08P02:15 RCVD

DOCUMENTS DEPT.

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San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

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Commission Office

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San Francisco Fire Commission

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4. COMMUNICATIONS RECEIVED BY COMMISSION
(August 9th, 2008 through August 21st, 2008)

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John Hanley	8/13/08	Copy to the Commission

5. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the department.

6. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING

Thursday – August 28, 2008 – 6:00 p.m.

698 Second Street, Room 102

The meeting was called to order at 6:40 PM.

1. ROLL CALL

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul A. Conroy	present

Chief of Department	Joanne Hayes-White	present
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Gary Massetani	Deputy Chief – Administration
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Assistant Deputy Chiefs

Pete Howes	Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training
Pat Casserly	Airport Division
Mike Thompson	Support Services
Brendan O'Leary	Homeland Security

Assistant Chiefs

Johnny Lo	Division 2
Audrey Lee	Division 3

Staff

Jesusa Bushong	Human Resources
Karl Sporer	EMS Medical Director
Seb Wong	S/C EMS Operations

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2. PUBLIC COMMENT

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Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of August 14th, 2008 and the minutes of the Special Meetings of August 14th, 2008, 4:00 PM and August 14th, 2008, 5:00 PM.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners. There were no comments from the Commissioners.

Commissioner Lau called for a Motion to adopt the three sets of Minutes. Commissioner Makras Moved to adopt the three sets of Minutes. Commissioner Conroy Seconded. All were in favor. There were no Nays. The Minutes were approved as submitted.

4. COMMUNICATIONS RECEIVED BY COMMISSION (August 9th, 2008 through August 21st, 2008)

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REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the department.

Chief Hayes-White reported on the progress of the promotional examinations and the status of the H-20 Lieutenant's exam, which had been administered on August 22 – 24. She also summarized the overall testing process, with the H-40 Battalion Chiefs, H-30 Captains and the upcoming H-4/H-6 test.

Chief Hayes-White reported on her presentation at the EMS Pinnacle conference in San Diego. She stated that her time at the conference was informative.

Chief Hayes-White gave an overview report of the August 16th 2008 WMD High-Rise exercise.

Chief Hayes-White reported that the process for a new Deputy Chief of Operations was still ongoing, but nearing conclusion. She recognized Deputy Chief Gary Massetani for stepping up to take on the responsibilities of both Deputy positions until a new CD-2 can be appointed.

Chief Hayes-White spoke of her plans to have a promotional ceremony for all the new officers. A venue has not yet been selected.

Also in the near future, Chief Hayes-White reported, a ceremony long overdue for the awarding of Meritorious Awards is being organized.

Chief Hayes-White reminded everyone of the Fire/Police Mass that will be at Saint Monica's Church, on Sunday, September 7th, at 10:30 AM. Department Chaplain Father John Green will be officiating.

Chief Hayes-White reported on the wildland fire that had occurred only hours earlier on Yerba Buena Island. Assistant Chief Siragusa, Battalion Chief Dave Franklin and Deputy Chief Massetani reported briefly on their roles in the incident. SFFD units responded in wildland gear. The experience gained from participating in the recent Strike Teams was crucial in the speed and skill with which the firefighters gained the upper hand on the fire.

Commissioner Lau asked about the Lieutenant's Exam and a letter from Local 798 regarding two separate exercises. Chief Massetani responded.

Commissioner Makras asked about the actions of the Fireboat during the YBI fire, specifically if the boat had drafted from the bay.

Discussion ensued with the commissioners asking questions and Chiefs Hayes-White, Siragusa, Massetani and Franklin answering.

Commissioner Conroy asked about the accident involving Rescue 2. Chief Massetani replied that Rescue 1 was dispatched and that Rescue 2 switched into a back-up unit and was back in service quickly.

Deputy Chief Massetani proceeded with the Administration report.

Finance

Chief Massetani reported that CFO Julia Dawson is busy with the Year-End work in Finance. The city-wide budget went through its First Reading on Tuesday and there will be a Second Reading before it goes to the Mayor for final signature.

Human Resources

Chief Massetani reported that the H-20 Lieutenant's Exam went well. It was a massive undertaking by Human Resources and the Fire Exam unit. 865 members applied, 745 members took the first part on May 18, 2008, 410 members passed that portion of the exam and were invited to participate in the second and third parts of the process on August 22, 23 & 24. 409 members participated in that phase of the exam. Scoring will take place September 9th through the 15th.

Training & Education

Chief Massetani reported that Module 7, EMT Skills Evaluation, began on July 28th and is ongoing. Module 7 is designed to evaluate six (6) basic EMT skills; Physical Assessment – Medical, Neurological Assessment, Physical Assessment – Trauma, Soft Tissue Injury – Shock, Emergency Childbirth and Musculoskeletal Injuries – Traction Splint.

Support Services

Chief Massetani reported that the Division of Support Services increased the pool of qualified workers at the Bureau of Equipment. 10 names were placed on the list and immediately placed into service.

Chief Massetani added that Support Services is currently working on increasing the pool of qualified personnel to work on the Mobile Air One apparatus.

Bureau of Equipment

Chief Massetani reported that there were 111 calls from field units for the aid in the maintenance of tools, apparatus and equipment. The BOE responded to 99 runs for mechanical breakdown. Chief Massetani noted that last reporting period this number was 112. The BOE responded to 10 working fires, greater alarms and special call incidents during this reporting period.

Auxiliary Water Supply System (AWSS)

Chief Massetani reported that routine maintenance and repair / replacements of 179 low-pressure hydrants were conducted this month. 25 hydrants were installed due to main replacements and or hydrant replacement program. There were 105 fire hydrants painted due to graffiti. Last month we painted 87 hydrants

Technical Communications

Chief Massetani reported that Mutual Aid Radio Installation was going well. Engines, Trucks, and Supervisory Vehicles have all been completed. There are only 2 Ford and 4 Chevy ambulances left to be configured.

Chief Massetani reported that the department's Incident Command Vehicle was delivered in early August and that Systems Acceptance Testing (SAT) was in progress including evaluation during the WMD drill August 16th. Chief Massetani added that Operational Readiness Testing (ORT) was scheduled for early October 2008 and the vehicle is expected to be fully operational by October 31, 2008.

Homeland Security

Chief Massetani reported that HS personnel were busy developing an inventory control system for equipment purchased with federal funding and assessing warehouse security.

Management Information Services (MIS)

Chief Massetani reported that MIS personnel had begun deployment of new workstations to Fire Houses/Bureaus. He added that MIS was in the process of configuring a new database failover server.

MIS staff also completed upgrading the RescueNet TabletPCR application to Version 5.0.2.

SFFD Historical Society

Chief Massetani reported that no money has been spent from the Wilman Fund Account this year (FY 2007-2008 and to date). He added that the SFFDHS was still working on location for storage of materials.

Planning & Research

Chief Massetani reported that work is being finalized on the 2009 Seniority List and that work had begun on the 2009 Vacancy List. He added that the Vacation Schedule will follow shortly.

Health & Wellness

Chief Massetani reported that the contract with CPMC has been drafted and is under review by City Attorney. CPMC will be conducting our health checks, Chief Massetani added. Health checks will include physical examinations, blood analysis and urine tests. The blood and urine will be drawn one week prior to the health checks so that results will be available for discussion with the physician when the employee comes in for health check. CPMC has arranged for a Mobile Blood Draw clinic to come out to the stations and take samples

Chief Massetani noted that update and progress reports were sent to FEMA on August 15th according to the schedule set forth in the Grant.

Physician's Office

Chief Massetani reported that the total number of work related injuries and illnesses for the month of July were 14, with ten of those being significant enough for employees to be off duty.

Medical Leave Supervisor

Chief Massetani reported there was improvement in the number of members on DP during this past reporting period. Last August, average 35 members on DP status. This month, August 2008, average 34 members on DP status. Chief Massetani pointed out that this was the fourth consecutive month showing decrease in DP numbers.

Investigative Services Bureau

Random Drug and Alcohol Testing Program

Chief Massetani reported that twenty one (21) members were randomly tested during the current reporting period (July/August). All tests were Negative.

As of September 26, 2007, the third year of our Random Drug and Alcohol Testing Program, 367 members have been tested. Chief Massetani noted that we were on track to reach the goal of 400 members tested by the end of September 2008.

Department of Motor Vehicles Pull Program

Chief Massetani reported that 252 members were notified by ISB regarding their driver license status and/or DMV database was up-dated with their current information.

Post Accident Drug and Alcohol Testing Program

Chief Massetani reported there were no Post Accident Drug and Alcohol test were conducted during the current reporting period, although he did add that two Post Accident Tests had been completed that very day (August 28).

Background Investigations

Chief Massetani reported there were no background investigations were conducted during the month of August

Investigations

Chief Massetani reported there is one (1) investigation currently assigned to ISB.

Discussion ensued with commissioners asking questions and Chiefs Hayes-White and Massetani responding.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 7:23 PM.

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, September 11, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Chief of Department	Joanne Hayes-White

2. PUBLIC COMMENT

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3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of August 28th, 2008 and the minutes of the Special Meetings of August 28th, 2008, 12:00 PM and August 28th, 2008, 1:00 PM

09-04-08P01:22 RCV D

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San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is www.sfgov.org/fire_comm/. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Information on Disability Access

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REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications.

6. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, September 11, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA - AMENDED

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Commissioner	Andrea Evans
Chief of Department	Joanne Hayes-White

09-10-08P03.02 RCV

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2. INTRODUCTION OF NEW COMMISSIONER

Introduction of new Fire Commissioner to staff and members of the public. Andrea Evans was officially sworn in by Mayor Newsom on Tuesday, September 9, 2008.

3. PUBLIC COMMENT

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SAN FRANCISCO FIRE COMMISSION
FIRE COMMISSION REGULAR MEETING
Thursday – September 11, 2008 – 6:00 p.m.
698 Second Street, Room 102

The meeting was called to order at 6:05 PM.

1. ROLL CALL

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul A. Conroy	present
Commissioner	Andrea Evans	present

Chief of Department	Joanne Hayes-White	present
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Patrick Gardner	Deputy Chief - Operations
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Assistant Deputy Chiefs

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Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training
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Karl Sporer	EMS Medical Director
Dave Franklin	Special Operations

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Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Commissioner Conroy suggested that a change be made. On the Minutes of the Regular Meeting (6 PM), on the third page, the Chief's Report, Commissioner Conroy suggested that the word "informational" be removed.

Commissioner Lau called for a Motion to adopt the three sets of Minutes. Commissioner Conroy Moved to adopt the three sets of Minutes. Commissioner Makras Seconded. All were in favor. There were no Nays. The Minutes were approved as submitted.

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REPORT FROM OPERATIONS

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Chief Hayes-White welcomed Commissioner Evans.

Chief Hayes-White announced her selection of Deputy Chief – Operations. Battalion Chief Pat Gardner will begin his new duties on Monday, September 15th. Chief Hayes-White stated she believes Chief Gardner is an excellent choice for the position. Chief Hayes-White gave a brief review of Deputy Chief Gardner's experience and time in the department.

Chief Hayes-White reported that the closeout of the 2007-2008 budget has just occurred and the department is moving into preparation of the 2008-2009 budget.

Chief Hayes-White reported that the second and third portions of the H-20 Lieutenant's exam were successfully administered. 409 members were seated for those tests. Chief Hayes-White commended the HR and Fire Exam personnel on a monumental job for running the three latest exams (H-30 Captain, H-40 Battalion Chief, H-20 Lieutenant).

Chief Hayes-White reported on the ongoing process of the H-4 Bureau of Fire Prevention Inspector and H-6 Bureau of Fire Investigation Investigator examinations. To date, 115 members have applied for the H-4 examination and 100 members have applied for the H-6 examination.

Chief Hayes-White reported on the ongoing process of the Seniority List, the Vacancy List and the assignment process for the new appointments.

Chief Hayes-White spoke of the Police/Fire Mass that was held at St. Monica's church on Sunday, September 7th.

Chief Hayes-White invited all commissioners to Pier 48 for the display of Homeland Security equipment owned by the City. Among other fire apparatus, the CBRNE vehicle, the Mobile Command vehicle, the MCU (Mass Casualty Unit) and several marine assets will be on display.

Chief Hayes-White added that other departments, including the sheriff's department, the police department, DPW -- they will be participating and sharing some of the equipment that they have acquired through the federal grants.

Chief Hayes-White reported that, on Wednesday, September 17th, there will be a large-scale air crash drill at SFIA. The SFFD will have a large role in the drill.

Chief Hayes-White reported on the issuance of new cellphones. The SFFD recently switched providers, from AT&T to Verizon, and Chief Hayes-White asked Support Services Assistant Deputy Chief Mike Thompson to come forward and give a brief synopsis of the process and the advantages that the department can expect from the new provider.

Chief Thompson spoke of the cellphone provider change and the reasons for that, as well as providing information regarding the Mayor's Directive on energy conservation and the SFFD's efforts to comply with that Directive.

Chief Hayes-White reported on other conservation and recycling efforts that are ongoing in the department. She complimented ADC Tom Siragusa and Tania Fokin on their efforts to establish and run the department's Recycling and Waste Control Program.

Commissioner Makras asked about any bidding or negotiations that may have been utilized in the selection process for a new cellphone vendor. Discussion ensued with Commissioners asking questions and Chiefs Hayes-White and Thompson responding.

Commissioner Lau asked about the H-6 examination and the status of the members currently in the position of H-6. Discussion ensued with Commissioners asking questions and Chiefs Hayes-White responding.

Chief Hayes-White officially introduced Deputy Chief Pat Gardner. Chief Gardner is taking the place of retired Chief Rich Kochevar as Deputy Chief of Operations.

Chief Hayes-White provided a recap of the 555 California and One Post Street WMD drill.

Chief Hayes-White noted that there are four statically deployed ambulances at stations 15, 17, 19 and 22 and all the rest of the ambulance fleet are 'dynamic'. Chief Hayes-White stated data was being collected and a report would be prepared for the commission in the near future.

Chief Hayes-White spoke about the Sunday Streets program.

Chief Hayes-White reported on preparations and plans for Halloween. Chief Hayes-White noted that Pier 48 is the planned venue for this year. EMS Chief Pete Howes and Battalions 3 & 6 are participating in the planning meetings with Police and other departments.

Chief Hayes-White shared a success story with the commission. Members of RC1, Engine 35 and Medic 64 responded to a cardiac arrest in one of the downtown BART stations. The patient recovered and is thankful for the skilled members who saved his life. Chief Hayes-White named each member of the resuscitation team and thanked them for their efforts.

Chief Hayes-White stated that the final draft revisions of the three outstanding '07 Fire Code administrative bulletin have been completed. She noted they were posted for public review and would be brought before the commission on September 25th for discussion.

Chief Hayes-White spoke of the significance of the date, September 11th and voiced her thoughts about that day, seven years ago when so many rescuers lost their lives.

Commissioner Nakajo voiced his welcome and congratulations to both Commissioner Evans and Deputy Chief Gardner. He asked about respirators and Chief Hayes-White stated she would get an update for him on that subject.

Commissioner Conroy also voiced his welcome and congratulations to both Commissioner Evans and Deputy Chief Gardner.

Commissioner Lau called for public comment. Two members of the public approached.

Floyd Rollins, representing Local 798, congratulated Chief Gardner on his appointment.

Shon Buford, Rescue 2, stated he felt Chief Gardner was a fair and just man and that he believed Chief Gardner was a good selection as CD-2.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 7:50 PM.

In Memory of all the emergency responders who lost their lives seven years ago,
on September 11, 2001

SAN FRANCISCO



FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, September 25, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Commissioner	Andrea Evans
Chief of Department	Joanne Hayes-White

2. PUBLIC COMMENT

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3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of September 11, 2008, 6 PM.

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San Francisco Fire Commission

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

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Commission Office

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San Francisco Fire Commission

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Know Your Rights Under The Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.

4. COMMUNICATIONS RECEIVED BY COMMISSION [Discussion]
(September 5th, 2008 through September 18th, 2008)

Sender	Date Received	Comments
Wendy Walsh	9/5/08	Copy to the Commission
John Fortugno	9/5/08	Copy to the Commission
Greg McDaniel	9/8/08	Addressed to the Commission
James Corrigan	9/9/08	Addressed to the Commission
Margaret O'Sullivan	9/10/08	Addressed to the Commission

5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS [Discussion]

Discussion regarding three proposed Fire Department Administrative Bulletins: 3.01 High-Rise Annunciation Panels, 5.07 Air Replenishment Systems, and 5.08 Elevators for Firefighter Use. The draft Bulletins were posted on the Department's website for over 30 days in accordance with San Francisco Fire Code requirements, and the Department conducted a public hearing on February 11, 2008 to allow for public input. After that hearing, the Department modified the Bulletins and, on September 11, 2008, the Department posted the proposed final versions of these Bulletins on the website. The Bulletins will be on the Fire Commission's agenda for the Regular Meeting of October 9, 2008, for possible final approval and adoption or other action by the Commission.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the department.

7. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING

Thursday – September 25, 2008 – 6:00 p.m.

698 Second Street, Room 102

The meeting was called to order at 6:05 PM.

1. ROLL CALL

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul A. Conroy	present
Commissioner	Andrea Evans	present

Chief of Department	Joanne Hayes-White	present
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Patrick Gardner	Deputy Chief – Operations
Gary Massetani	Deputy Chief - Administration

Assistant Deputy Chiefs

Pete Howes	Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training
Mike Thompson	Support Services
Brendan O'Leary	Homeland Security

Assistant Chiefs

Johnny Lo	Division 2
Audrey Lee	Division 3

Staff

Karl Sporer	EMS Medical Director
Jesusa Bushong	Human Resources
Sebastian Wong	EMS Section Chief

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Commissioner Lau called for public comment. Two members of the public approached.

John Hanley, President of Firefighter's Union Local 798, was accompanied by Bureau of Fire Prevention Inspector (H-4) Terese E Gee. Mister Hanley introduced himself and Ms Gee, then proceeded to state that Inspector Gee was passed over for promotion by people who did not have the same rank or Civil Service standing. Mister Hanley asked the Commission to review the circumstances under which Inspector Gee was not given the opportunity to be promoted to Lieutenant.

Matt Donahue, Fire Protection Engineer, spoke to the new Fire Protection Bulletins but then opted to wait for public comment on the individual Agenda Item.

Commissioner Lau called for further public comment. No one approached.
Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of September 11, 2008

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Lau called for public comment. No one approached. Lau called for discussion among the Commissioners.

Commissioner Nakajo stated that he had requested an update report on the status of EMS. He pointed out that it was not clear in the Minutes that his request had been made.

Commissioner Lau called for a Motion to adopt the Minutes. Commissioner Makras Moved to adopt the Minutes. Commissioner Conroy Seconded. All were in favor. There were no Nays. The Minutes were approved as submitted.

4. COMMUNICATIONS RECEIVED BY COMMISSION
(September 5th 2008 through September 18th, 2008)

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5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS

Discussion regarding three proposed Fire Department Administrative Bulletins: 3.01 High-Rise Annunciation Panels, 5.07 Air Replenishment Systems, and 5.08 Elevators for Firefighter Use. The draft Bulletins were posted on the Department's website for over 30 days in accordance with San Francisco Fire Code requirements, and the Department conducted a public hearing on February 11, 2008 to allow for public input. After that hearing, the Department modified the Bulletins and, on September 11, 2008, the Department posted the proposed final versions of these Bulletins on the website. The Bulletins will be on the Fire Commission's agenda for the Regular Meeting of October 9, 2008, for possible final approval and adoption or other action by the Commission.

Chief Hayes-White called Fire Marshal Barbara Schultheis forward to present the material and answer Commissioners' questions.

Fire Marshal Barbara Schultheis summarized the process by which Fire Bulletins are developed, reviewed, put out to public comment and then finalized.

There were three bulletins for discussion: high-rise fire alarm annunciator panels, firefighter air replenishment systems and elevator for firefighter use.

Chief Schultheis briefly reviewed each bulletin and explained its purpose and its benefit to building owners as well as to firefighters.

Chief Schultheis pointed out that the Bulletins were also reviewed by the department's High-Rise Committee and the union's (Local 798) Health & Safety Committee.

Assistant Deputy Chief Tom Siragusa, chair of the Local 798 Health and Safety Committee, came forward to address the commission on his committee's involvement and support of the Bulletins.

Chief Siragusa noted that the working process between the department and the combined Local 798 and department Health and Safety Committee on this subject has been comprehensive, collaborative, and a very common-sense approach to the changes currently being discussed.

Chief Siragusa spoke of the Air Replenishment System, described its application, its use and the costs involved. Chief Siragusa noted that the system is untested and will be an addition to any brand-new High-Rise construction in San Francisco.

Chief Siragusa went on to describe the system, its location throughout the building and how the Air Replenishment System would become part of the Fire Department's doctrine in fighting high-rise fires.

Chief Siragusa also spoke briefly about the overall discussions and collaborative give-and-take that goes along with such negotiations and decisions among many interested groups.

Commissioner Nakajo asked if the Administrative Bulletin is for new construction. Fire Marshal Schultheis answered in the affirmative. She added that a high-rise building is defined as any structure with an occupied floor level 75 feet above the level of fire department access.

Commissioner Nakajo asked about high-rise firefighting tactics currently in use and the addition of the Air Replenishment System and the 'Firefighter Elevator'. Discussion ensued with Commissioners asking questions and ADCs Siragusa and Schultheis responding.

Commissioner Conroy asked about the Rapid Intervention Crew.— Universal Air Connection (RIC-UAC). Discussion ensued with Commissioners asking questions and ADCs Siragusa and Schultheis responding.

Commissioner Conroy also asked about the installation of the Air System and the C-36 Plumbing Contractor classification. Fire Marshal Schultheis responded to his questions.

Discussion ensued regarding the 'Firefighter Elevator' and the behavior of the machinery under fire conditions. ADCs Siragusa and Schultheis responded to questions from the commission.

Commissioner Evans asked about the Air Replenishment System, what is currently required and what is done in High-Rise fires today. Chief Siragusa responded to questions.

Commissioner Makras opined that these bulletins and their contents were common-sense solutions and safe solutions. He believed the fire department should have control over the air and breathing systems for its personnel.

Commissioner Makras asked about the other stakeholders in these proceedings, such as the High-Rise Committee, Building Owners and Managers Association (BOMA), the Health and Safety Committee, the Command Staff. Chief Siragusa responded in the affirm for agreement of each entity.

Commissioner Makras went on to ask detailed questions about each of the three systems and how they function. ADCs Siragusa and Schultheis responded to all his questions.

Commissioner Lau asked Fire Marshal Schultheis to summarize the various modifications of the three bulletins for the purpose of comparison, which she did readily.

Commissioner Lau called for public comment. One member of the public approached.

Matt Donohue, Fire Protection Engineer, complimented the department and the Fire Marshal's office for the time, effort and research that was undertaken in this process. He added that with the knowledge gleaned, and with the support of the Fire Commission, he felt the Fire Marshal was amply suited to assess the needs of the city and that he thought there really wasn't any other entity suited to that task.

Commissioner Lau closed Public comment.

Commissioner Conroy asked a follow-up question regarding engineering compliance with the Air Replenishment System construction. He was interested to know how the fire department would ensure the system was built into the structure and would function as required when needed.

Following Fire Marshal Schultheis' presentation, the Commission took a short recess at 7:35 PM. The meeting was reconvened at 7:50 PM.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the department.

Chief Hayes-White stated that data was being collected related to EMS call volume, the distribution of calls and the deployment of resources, and that a report would be submitted for the commission's consideration as part of the Operations Report at the next meeting (October 9).

Chief Hayes-White stated that she, Chief Massetani and CFO Dawson attended a meeting at City Hall on September 23rd on the subject of the upcoming year's budget and fiscal and financial issues. Chief Hayes-White noted that, in her tenure as Chief, the department has never had to go back to the Board to request a Supplemental.

Chief Hayes-White reported that 409 members passed the second and third components of the H-20 Lieutenant's examination. She hoped to have the list ready for posting no later than mid-week next.

Chief Hayes-White reported that the first component of the examination for H-4 Inspector will take place on Saturday, September 27th. 115 applicants will be sitting for that exam.

Chief Hayes-White reported that Operations is closely monitoring and participating in meetings surrounding the preparations for Halloween.

Chief Hayes-White reported that the department is planning a Promotion Ceremony for all those who have recently been appointed to higher ranks. Chief Hayes-White stated that a venue has not yet been selected but that her goal was to hold it sometime in November. Chief Hayes-White added that plans were also in progress for a Meritorious Ceremony.

Chief Hayes-White complimented Assistant Deputy Chief Brendan O'Leary on his organization and presentation during the recent display of Homeland Security equipment at Pier 48 and also for his work on the High-Rise WMD drill.

Chief Hayes-White reported on the September 17th terrorist drill that was held at SFIA. She, Deputy Chief of Operations Patrick Gardner, Division 3 Chief Audrey Lee and Assistant Deputy Chief Tom Siragusa observed the exercise and Chief Lee was an active participant, as were members of the Fire Department's SFIA contingent.

Chief Hayes-White reported on the recent meeting of the Chief's Association and she commented on all the new participants, those who had recently been promoted to Battalion Chief and she spoke of their energy and enthusiasm.

Chief Hayes-White reported on a witnessed cardiac arrest that occurred hours earlier. A bystander provided CPR until ALS arrived at 24th and South Van Ness; Engine 7, Lieutenant Ken Smith, Firefighters Sean McKinney and Antonio Rocha and Paramedic/Firefighter Tom Jaquysh; Medic 94, paramedics Steve and Irene Ager; and RC-1, Paramedic John Christy. The patient was successfully resuscitated and arrived at the hospital with a pulse and a blood pressure.

Commissioner Conroy asked about the Exclusive Operating Area article that had been in the newspaper earlier in the month. Chief Hayes-White stated that would be part of the EMS Operations Report on October 9th. She added that the Department of Public Health is the lead agency in this matter, with Doctor Mitch Katz being the Director of Health.

Chief Hayes-White called Deputy Chief Gary Massetani forward to give the Administration report.

Chief Massetani reported that the department was on budget for the current fiscal year, albeit only 60 days into the year. Chief Massetani stated that there might be mid-year cuts, in anticipation of larger cuts coming down from the State. He noted that Proposition A (San Francisco General Hospital's Trauma Center), Proposition B (affordable housing) and Proposition O (emergency response fee) combined are worth nearly \$82 million. If these propositions are voted down, the city might face an additional negative of \$165 million. Chief Massetani reassured the Commission that the department doesn't see any operational services being impacted, but, he cautioned, there is always concern about not filling vacancies and affecting administrative capabilities to support field operations.

Chief Massetani noted that, in addition to the upcoming H-4 examination, there will be an H-6 Investigator examination in early November. There have been to date 98 applicants for that test.

Chief Massetani noted that Battalion Chief Mark Gonzales has been assigned to the Division of Emergency Communications (Radio) and he assumed his duties on Tuesday, September 23.

Chief Massetani reported that the Division of Training, in anticipation of some 150 H-20 Lieutenant appointments being made in the next couple of months, has begun work on an Officer Academy. The academy will start January of 2009 and will be approximately 40 hours of training.

Chief Massetani reported that the department is saving approximately \$2,000 per month in NorCal scavengers' fees, thanks to the Recycling and Composting program. He added that, over the last five years, the department is tapping nearly \$500,000 in savings over the entire program.

Chief Massetani reported that the Division of Support Services has completed the cutover from AT&T cell phones for Verizon. He noted that it was a monumental task to swap out all the cellphones in the department but that it was well worth the effort. The department is getting more savings, better service and better plans.

Chief Massetani reported that 101 low pressure hydrants were maintained over the last month. 79 hydrants were repainted due to graffiti.

Chief Massetani reported that all of the dynamic ambulances have been equipped with the ePCR and all of the medics have been trained in its use. Lots of great feedback and positive comments from the end-users. Chief Massetani noted that in the next 90 days, training will commence for the H-3-Level-III Paramedic/Firefighters on 24-hour shifts.

Chief Massetani reported that the Bureau of Planning and Research has completed the Vacancy List for the bidding of spots in various companies and stations. The Vacation Awards will be out soon, before the October 15th deadline as imposed by the Local 798 MOU.

Chief Massetani reported that Advantage Fitness was awarded the contract for the department's fitness and exercise equipment. The first delivery is anticipated to be in late October.

Chief Massetani reported that, during the month of August, there were 24 work-related injuries; 11 were lost time injuries, and 13 were not.

Chief Massetani reported that, for the fifth consecutive month, there has been a decrease in the number of members off duty on disability, when compared to the same reporting period last year. In August, 2007, there was an average of 65 members off on Disability. This month, the average was 49.

Chief Massetani reported that 25 members were tested as part of the Random Drug and Alcohol Screening Program. All were negative. He went on to add that the department reached its goal of testing 400 members during the time period September 2007 to September 2008.

Chief Massetani noted that, during the current reporting period, ISB officers conducted four Post Accident tests. All were negative.

Chief Massetani reported that there were two Investigations currently in progress and will be turned over to the Deputy Chief – Operations immediately upon completion.

Commissioner Nakajo raised the question about the Chronicle article regarding ambulance privatization. Commissioner Nakajo stated that former Commissioner Russ Roeca had contacted him regarding this issue.

Commissioner Nakajo went on to request, as part of the next Operations Report, that an update on the respirators be included.

Commissioner Conroy asked about the response to solicitation for Peer Fitness Trainers. Chief Massetani noted only four applications have come in so far, but that the filing period was still open. Discussion ensued with Commissioner Conroy asking questions and Chief Massetani responding.

Commissioner Makras asked about financial contracts and at what monetary amount are they brought before the Commission. He also asked about EMS response times and voiced a request for a comparison chart of response times, by fiscal quarter, for four or six quarters back from today. Chief Hayes-White stated the EMS presentation on October 9th would have visuals and charts that would answer his questions and address his concerns. Discussion ensues regarding EMS response times, as well as the ongoing situation with coverage into the Presidio of San Francisco and the GGNRA, with Commissioner Makras asking questions and Chiefs Hayes-White and Massetani responding.

Commissioner Lau asked about Proposition O and the emergency response fee. Chief Massetani noted that it's his understanding that it's not a positive thing at this time. Discussion ensues with Commissioner Lau asking questions and Chiefs Hayes-White and Massetani responding.

Commissioner Lau called for public comment. One member of the public approached.\

Larry Bradshaw, representing SEIU Local 1021, asked that, as part of the discussion regarding the Exclusive Operating Area and ambulance service, questions also be asked about how that decision came about, why this came about as such a surprise to everyone, for something that has so many far-reaching implications for the mission of the Fire Department.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 8:30 PM.





FIRE COMMISSION SPECIAL MEETING

Thursday, October 9, 2008 – 4:00 PM

698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans

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2. CASE NO. 08- 05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS AND DECISION ON THE COMPLAINT OR OTHER ACTION ON CHARGES

Hearing on employee discipline charges, including Commission deliberations and possible approval of a proposed agreement or other action on the charges, concerning a verified complaint filed by Chief of Department Joanne Hayes-White against Battalion Chief Lorrie Kalos dated May 14, 2008 for violation of the Rules and Regulations as follows:

- Department Rules and Regulations Section 3907 – Unauthorized Use of Authority of Uniform
- Department Rules and Regulations Section 3922 – Acts Detrimental to the Welfare of the Department
- SF Campaign and Government Conduct Code, Section 3.230(b) – City officers and employees shall not participate in political activities of any kind while in uniform
- SF Campaign and Government Conduct Code, Section 3.230(c) – No City officer may engage in political activity during working hours or on City premises
- California Government Code, Section 8314

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2, including anything pertaining to the complaint; whether to hold the hearing on the complaint in closed session; and whether to conduct deliberations in closed session.

B. Vote on closed sessions

- (1) Whether to hold the hearing on the complaint in closed session
- (2) Whether to conduct deliberations in closed session.

C. Hearing and deliberations

- (1) Hearing on the complaint (in open or closed session, per the Commission's vote).
- (2) Deliberations and possible action on the complaint (in open or closed session, per the Commission's vote). *[Discussion and Possible Action]*

D. If closed session is held, reconvene in open session

- (1) Report any action taken in closed session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).
- (2) Vote to elect whether to disclose any or all closed session discussions.

3. **ADJOURNMENT**

Inbox (Messages)

Items 1 to 1 of 1



New - [Icons] Help

Log Off

Postpone Special Meeting

Monica L Quattrin [Monica.L.Quattrin@sfgov.org]

To: SF Docs

Cc:

Due to the Yom Kippur Holiday on October 9th, we have to postpone the Special Meeting at 4:00 p.m.

Thank you.

Monica L. Quattrin
Fire Commission Secretary
698 Second Street
San Francisco, CA 94107
Phone: (415) 558-3451
Fax: (415) 558-3413

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SAN FRANCISCO



FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, October 9, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Commissioner	Andrea Evans

Chief of Department	Joanne Hayes-White
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Discussion and possible action to approve the minutes of the Regular Meeting of September 25, 2008, 6 PM.

San Francisco Fire Commission

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San Francisco Fire Commission

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Documents referred to in this agenda are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours

Know Your Rights Under The Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.

4. COMMUNICATIONS RECEIVED BY COMMISSION
(September 18th, 2008 through October 3rd, 2008)

Sender	Date Received	Comments
Sharon Bell	09/18/08	Addressed to the Commission
Glenn Adams	09/22/08	Addressed to the Commission
Michael Hadfield	08/18/09	Copy to the Commission
Anonymous	09/25/08	Addressed to the Commission
Cosmo Donato	09/25/08	Addressed to the Commission
Ken Cleaveland	09/26/08	Addressed to the Commission
Anonymous	09/18/08	Addressed to the Commission
Mr & Mrs Anderson	09/29/08	Addressed to the Commission

5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS

Discussion and possible action to approve or take other action regarding three proposed Fire Department Administrative Bulletins: 3.01 High-Rise Annunciation Panels, 5.07 Air Replenishment Systems, and 5.08 Elevators for Firefighter Use.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications.

7. ADJOURNMENT

1. *Introduction* 2. *Methodology*

3. *Results* 4. *Discussion*

5. *Conclusion* 6. *References*

7. *Appendix* 8. *Index*

9. *Glossary* 10. *Notes*

11. *Tables* 12. *Figures*

13. *Summary* 14. *Abstract*

15. *Keywords* 16. *Subject Index*

17. *References* 18. *Appendix*

19. *Index* 20. *Glossary*

21. *Notes* 22. *Tables*

23. *Figures* 24. *Summary*

25. *Abstract* 26. *Keywords*

SAN FRANCISCO FIRE COMMISSION
FIRE COMMISSION REGULAR MEETING
Thursday – October 9, 2008 – 6:00 p.m.
698 Second Street, Room 102

The meeting was called to order at 6:10 PM.

Commissioner Lau opened the meeting to introduce new Fire Commission Secretary Monica Quattrin.

1. ROLL CALL

President	George Lau	present
Vice President	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul A. Conroy	present
Commissioner	Andrea Evans	present

Chief of Department	Joanne Hayes-White	present
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Patrick Gardner	Deputy Chief – Operations
Gary Massetani	Deputy Chief - Administration

Assistant Deputy Chiefs

Pete Howes	Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training
Mike Thompson	Support Services
Brendan O'Leary	Homeland Security

Assistant Chiefs

Art Keney	Division 2
Al Lee	Division 3

Staff

Karl Sporer	EMS Medical Director
Jesusa Bushong	Human Resources
Sebastian Wong	EMS Section Chief

DOCUMENTS DEPT.

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

Commissioner Lau called for public comment. One member of the public approached.

Larry Bradshaw, Paramedic Chapter of SEIU Local 1021 addressed the Commissioners about EMS to speak about the fire department's loss of the exclusive ambulance operating zone.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of September 25, 2008

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Commissioner Lau called for a Motion to adopt the Minutes. Commissioner Conroy Moved to adopt the Minutes. Commissioner Makras Seconded. All were in favor. There were no Nays. The Minutes were approved as submitted.

4. COMMUNICATIONS RECEIVED BY COMMISSION (September 5th 2008 through September 18th, 2008)

Sender	Date Received	Comments
Sharon Bell	09/18/08	Addressed to the Commission
Glenn Adams	09/22/08	Addressed to the Commission
Michael Hadfield	08/18/09	Copy to the Commission
Anonymous	09/25/08	Addressed to the Commission
Cosmo Donato	09/25/08	Addressed to the Commission
Ken Cleaveland	09/26/08	Addressed to the Commission
Anonymous	09/18/08	Addressed to the Commission
Mr. & Mrs. Anderson	09/29/08	Addressed to the Commission

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS

Discussion and possible action to approve or take other action regarding three proposed Fire Department Administrative Bulletins: 3.01 High-Rise Annunciation Panels, 5.07 Air Replenishment Systems, and 5.08 Elevators for Firefighter Use.

Commissioner Lau opened discussion for public comment on the Administrative Bulletins. Two members of the public approached.

Ken Cleveland, representing the Building Owners and Management Association, expressed his support for the air replenishment system bulletin as amended.

Tom Dusza, of Schirmer Engineering spoke in support of the bulletins, specifically 5.07 on the air replenishing systems and praised the fire department on the bulletin they prepared.

Commissioner Lau thanked the speakers and called for further public comment. No one approached. Commissioner Lau closed public comment.

Commissioner Lau asked Chief Joanne Hayes-White if she wished to elaborate on the Bulletins. Chief Hayes-White asked Fire Marshal, Chief Barbara Schultheis to provide an overview and to capture the productive discussion from the last meeting. Chief Hayes-White remarked that the Commissioners made some excellent suggestions and said she hoped the Commissioners will take action on these three bulletins.

Chief Schultheis thanked the Commissioners and passed out copies of the Bulletins showing draft language for the changes suggested at the last meeting. Commissioner Lau asked Chief Schultheis to summarize just those changes.

Chief Schultheis referred the Commissioners to language changes within the three subtopics of Scope, Contractor Qualifications and Maintenance of Existing Systems. She also noted that on the last page, page 10 of 10, the department is proposing that an effective date be added to the bulletin. That date will be the date of approval by the Commission.

Commissioner Makras had questions for Chief Hayes-White and Chief Schultheis regarding building the system. He asked if the department envisioned any particular product in the marketplace they prefer or want to see installed in buildings, or would it be left up to the developers and contractors. Chief Schultheis responded that she envisions it as being components that are installed to make up a system. She confirmed that the department has no particular product and no contractor in mind. Discussion ensued.

Commissioner Lau asked for a motion to adopt the three proposed fire department administrative bulletins.

Commissioner Makras Moved to accept all three bulletins. Commissioner Conroy Seconded. All were in favor. There were no nays. All three of the Administrative Bulletins were approved.

6. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications

Commissioner Lau greeted Chief Hayes-White and announced he would put off public comment until completion of the Chief's report and discussions.

Chief Hayes-White, on behalf of the fire department, welcomed new Commission Secretary Monica Quattrin to her new role as Fire Commission secretary.

Chief Hayes-White also introduced newly appointed Battalion Chief Mark Gonzalez, who has been assigned to the Department of Emergency Management, specifically the Division of Emergency Communications. Chief Gonzales will be overseeing the department's role as it relates to fielding calls at the 911 center.

Chief Hayes-White personally acknowledged Fire Marshal, Chief Barbara Schultheis for the leadership role she has taken in reaching out to all the stakeholders, both internally and externally, with members of BOMA and the High-rise and Health and Safety Committees. Chief Schultheis was very ably assisted by Director of Training Tom Siragusa on these issues. Chief Hayes-White asked for applause and thanks for the great work from both Chiefs Schultheis and Siragusa.

Chief Hayes- White reported on the following items:

Regarding the budget, the department is continuing to monitor spending. With the first quarter of the fiscal year over, Deputy Chief Gary Massetani and Julia Dawson will be continuing to meet with the divisions to make sure that they're on track and provide Chief Hayes-White with information related to expenditures and revenues, which they do regularly. Chief Massetani will report in greater detail on the budget at the next commission meeting during his administrative report.

Deputy Chief Patrick Gardner will make his first Operations report tonight. Chief Hayes-White complimented him on the fine job he is doing. Chief Gardner will give his presentation followed by members of the EMS Division and Planning and Research relating to a report on response times, the EMS reconfiguration, and also the recent bit of news from Dr. Katz on the provider agreement.

The H20 Lieutenant list posted on October 1. There are 409 people on that list, and Chief Hayes-White said she hopes the Department of Human Resources will adopt the eligible list by October 14. Chief Hayes-White will review the secondary criteria and promotional forms and prepare to make conditional job offers. To date there are 154 requisitions.

It is going to be a challenging time over the next six months with the tremendous amount of promotions over the past year and a half. She recapped that last year there were 60 captain promotions, and just recently announced this week another 25 captains; bringing the number to 85. Completion of paperwork as well as undergoing a medical examination are required for the Department Physician to clear candidates for promotion.

In order to not flood the system, approximately 30 people each month will go through their medical examinations.

Chief Hayes-White and Deputy Chief Gardner met in the last week and a half with all 25 new battalion chiefs one on one to talk to them about expectations as well as pledge their support.

Chief Hayes-White stated that since the last meeting approximately 115 people signed up to take the H4 Bureau of Fire Prevention Inspector exam; 81 people took the exam and will move forward to take the second component on November 16. Additionally, 98 people have expressed an interest for the H6 Investigator examination, which hasn't been administered since 1983. Part one will take place on November 9.

Chief Hayes-White stated that the department is hoping to administer the H-2 exam in the spring of 2009. She just received a draft job announcement to review. The department is looking at a five-day filing period for the H2 examination and which would take place between December 1 and December 5, 2008. Announcements are scheduled to go out on the week of Monday, November 10. There will be a period of time to get the instructions and then file the application over a five-day period of time, which is longer than in previous years. It is anticipated that as many as 8,000-10,000 people will apply. Applicants must be at least 19 years of age by December 5 of this year to apply and participate. They must have a high school diploma or GED equivalent. Some driving record and criminal record issues will be delineated out in the job announcement.

Chief Hayes-White explained that despite discussions to require an EMT certificate, at this point, the department is moving towards not having the EMT certificate be a requirement in order to take the test. Prior to a date of hire, candidates must have that certificate.

Chief Hayes-White reported that on October 2 there was an excellent presentation here by Professor Charles Scawthorn, both a traveling professor/structural engineer from Kyoto University. He gave a 90-minute presentation on the phenomenon and the reality of fire following earthquakes. It was a valuable presentation, particularly as the department looks towards making sure we have adequate redundancy built into the city's water supply system. Chief Hayes-White offered to provide anyone interested with a copy of the tape.

Chief Hayes-White reported on the issuance of two new general orders: a workplace illness and infection prevention policy, and another addressing cleanliness and hygiene issues in the workplace.

Chief Hayes-White reminded everyone that this is National Fire Prevention Week. On Saturday, October 11, banners will be up at most stations, inviting residents to visit between 1:00 and 5:00 p.m. Material related to fire safety and just safe practices in people's workplaces as well as their homes will be available, along with free blood pressure checks.

Chief Hayes-White attended a fire service information sharing workshop today. It was coordinated by the department's intelligence officer, acting Lieutenant Shane Francisco, who is on loan to an intelligence gathering agency. She explained that she and the deputies made some introductory remarks making sure that the fire service is aware of the importance of sharing information, collaborating. The workshop was sponsored by the Department of Homeland Security and the Department of Justice to bolster the concept that the department has embraced, which is to identify someone in the department and loan them out to federal agencies to be able to obtain that type of information. Many Bay Area fire chiefs with their designees attended workshop.

Chief Hayes-White reported that in preparation for Fleet Week she, Chief Gardner, Chief O'Leary and Lt. Merkins attended a press event earlier this week at the Mayor's office, along with some of the members of the Blue Angels. The department has put together a special operations plan in anticipation of a large crowd along the port property.

Chief Hayes-White reported that in relation to the grant for the health and wellness program, the department will soon identify approximately 25 members who will take part in a peer fitness training workshop next week. Chief Massetani is organizing that, along with Firefighter/Paramedic Natalie Levchenko, who is the project manager.

Chief Hayes-White reported that Chief O'Leary is helping to coordinate two things during the week of October 20. On October 21 the city is having a city-wide earthquake drill called Shake Up San Francisco. All departments have been asked to participate, as well as private industry. Later that week on the 23rd the department will participate in the Silver Sentinel exercise. This is a major regional earthquake exercise that includes over 100 agencies across all nine Bay Area counties. The scenario is a 6.9 magnitude earthquake along the Hayward Fault, and the event will be 36 hours into the earthquake, and how that all filters down and what that means for the department.

Chief Hayes-White mentioned that Chief Gardner will address Halloween in his report. Since Halloween is on a Friday, it will be a challenging night but the department is prepared.

Chief Hayes-White opened the floor to questions. Discussion ensued regarding the H-2 firefighter application and testing process.

At 8:30 p.m. the Commission adjourned for a 10-minute break. The meeting convened at 8:40 p.m.

Chief Hayes-White called Deputy Chief Patrick Gardner forward to give the Operations report.

Chief Gardner reported that during the operational period of August 13 through September 9, 2008 there were three greater alarms, all second alarms. A couple of firefighter sustained minor injuries, and one civilian was saved at 18th and Market the other morning. Chief Gardner explained this was his first month as Chief Deputy and he made every second alarm. Chief Gardner participated in all the triannuals; both divisions plus the airport had a triannual inspection and everything went smoothly.

Chief Gardner mentioned a few outstanding incidents. One was an interesting medical call. The other evening in the Sunset district a 16-year-old male was badly injured from a rototiller. Rescue 2 was dispatched; they took apart the rototiller and brought him to the hospital. Both Firefighter Rollins and Firefighter Sykes actually went into the operating room with the surgeons and assisted removing the blades from the young man's leg. The family was very pleased with the quick action and assistance from the fire fighters.

Chief Joanne Hayes-White noted that Firefighter Floyd Rollins was present. Chief Gardner asked Firefighter Rollins to stand so he could be congratulated. There was applause from all present. Commissioner Lau praised Firefighter Rollins and thanked him for his great work. Chief Gardner reported that the young man was in good condition and will recover.

Chief Gardner explained the second incident: Engine 8, RC 1 and Medic 62 responded to a 28-year-old female in cardiac arrest. She was defibrillated, regained her pulse, resulting in a successful procedure. Chief Gardner mentioned that the next presentation will

provide information on when the medical teams are making the times, and the fine job they do.

Chief Gardner reported that the new mobile command van will be up in operation, hopefully for Halloween. It will be located at 19th and Folsom. Lot A is going to be one of the venues, the Castro, and then Broadway. Chief Gardner has met with all of the participants at the City Hall, and stated that everyone is prepared.

Chief Gardner explained that with Fleet Week coming up, the department has the rescue boat, and unified command post set up with both the Coast Guard and the police department in preparation for the crowds.

Chief Gardner introduced Lt. William Storti to give a 10-minute reconfiguration PowerPoint on EMS call volume, the distribution of calls and the deployment of resources.

Acting Lt. Storti from Research and Planning greeted the Commissioners and introduced his co-worker, Michelle Benkovich; the department's civilian statistician. Today's PowerPoint presentation is the product of a research team organized at the end of 2005, comprised of these members: A/Lt. Bill Storti, Jesus Mora, MIS; Julia Dawson, CFO; Michelle Benkovich, Statistician; and Advisors Dr. Serkan Hosten, SFSU, and Jody Bloomberg, SAS Institute.

Lt. Storti stated that where circumstances allow the department to make a difference, the sooner the fire department personnel are on the scene the better the chance for a good outcome for survival. This is as true in suppression as in emergency medicine. In these cases, whether it is a heat attack or a house fire for example, the difference between a good outcome and a bad outcome can be measured in seconds.

Researching the literature found for the subset of calls where the Department can truly make a difference that first unit on scene time has been correlated to better patient outcomes; ALS care is helpful but not time dependant and for those calls involving trauma transport times are time-dependant. None of the research they have done contradicts these hypotheses.

The team measures three different events; when the first unit arrives when the first unit with a paramedic arrives and when the first transport arrives. They measure those events against two different time intervals; when the call is received at the PSAP to when the units arrive on scene and when units are dispatched to when they are on scene. Measurements are also done geographically

In developing the system management plan for transport units the team used two main goals and asked three questions. Lt. Storti displayed a graph showing the average number of ambulances on calls at any given time from February of 2001 to the present. Since the team started this project in August of 2005 aggregate demand has increased from about 6.5 to 8 an almost 25% increase. This has been caused by an increase in the amount of time ambulances are out of service and an increase in the total number of calls.

The next step is they aggregated demand over time of day. This represents the number of ambulances needed to cover the City over time of day at the 95th percentile. Lt. Storti noted that there are differences in the number of calls by day of the week. The team looked at each day of the week, wrote a program by which they can plug in the demand by time of day and day of the week and then receive schedules for the dynamic ambulance tier.

Lt. Storti concluded his presentation summarizing the four stages of response.

The first is quick notification. This can be improved through public CPR, NERT and public education. The public can improve on when to call for help and to call quickly.

The second phase is Dispatch. Presently, calls are answered and dispatched in series, then triage will dispatch the call.

The next phase is location of where ambulances are sent and how to backfill posts. This is constantly being monitored and evaluated for improvement.

Finally, the team is studying how the ambulances are utilized; trying to find ways to improve care and be available for more calls.

Discussion ensued to clarify information on the graphs and maps in the presentation.

Commissioner Lau thanked Lt. Storti and Ms. Benkovich for their time and work in preparation of this presentation.

Chief Gardner introduced Deputy Chief Pete Howes of the EMS Division. Chief Howes briefed the Commissioners on some of the recent media issue, particularly the article in the Chronicle which questioned the exclusive operating area agreement that the City and County of San Francisco has enjoyed for 27 years.

Chief Howes explained that the exclusive operating area agreement was set up so that the City and County of San Francisco would have a finite number of providers within the geography of the City and County as defined in 1981. The EMS agency sends a report to the state, the oversight for all of the EMS agencies, regarding the status of the system. This was last done in 2007.

In the communications, they represented a change in service and system changes since 1981. The county has been the ambulance provider since 1895, with a change in switching from the health department to the fire department in 1997. King American ambulance has participated as a backup to the county since 1906, and San Francisco Ambulance Service has been around since about the 1950s; they were sold to American Medical Response sometime in the 1990s.

Some system changes that were cited were that Treasure Island has become a property of the City and County of San Francisco, and that is a change in the geographic footprint. The Presidio National Park Service ambulance participates in this system now. Bay Star Ambulance, [Aids] Ambulance, Mercy Peninsula, Federal Ambulance have all gone out of business in this timeframe.

Chief Howes explained that the health care system has changed in the last 27 years, and as now a patient is offered a choice of the hospital they're going to, this is a change from 20 years ago when there were neighborhood clinics. The change of private ambulance participation since the 1980s to present has gone to what the EMS represented as a 20 percent participation in the call volume to 2.4 percent over the past few years. Private ambulances are not under any obligation at this time to provide service to the City and County of San Francisco. Twenty years ago they would have collected a fee for going on a call if there was no third party to bill.

Chief Howes stated that now private companies are participating as members of the system to back us up when the department runs out of ambulances, and that affords their paramedics and EMTs time to gain experience. They also are able use their downtime to

conduct inter-facility transports to run emergencies which engages their employees to remain with their services.

Director of Public Health, Dr. Mitch Katz received the notice from the medical director for the state, Dr. Tharratt, stating that the fire department can no longer retain the grandfather clause of maintaining this exclusive operating area as the primary 911 provider.

Chief Howes stated that the department is waiting to get more direction from Dr. Katz to see if there will be an RFP or if it will be an open system. Presently we're going to monitor the status of the provider participation within the City and County of San Francisco since we have an understanding of the guidelines under which they work. The department will meet with Dr. Tharratt from the state of California EMS authority at a scheduled meeting on November 3. The department will support its employees through a possibly difficult transition period in the EMS system as it moves forward, but with a presence and a voice throughout the change process.

Chief Howes ended his report offering to answer questions.

Discussed ensued concerning the roles of both the Commission and the department in this matter.

Commissioner Conroy asked if the Commissioners could get copies of any correspondence or other paperwork from the head of the EMS state agency who made this determination.

Chief Hayes-White said she would provide that information.

Commissioner Makras also suggested contacting the State of California under the Freedom of Information Act, and ask to see their work documents and meeting material to determine how they came to this conclusion.

Commissioner Nakajo thanked Chief Howes for his report.

Larry Bradshaw, Paramedic Chapter of SEIU Local 1021, addressed the Commissioners with his concern about the State's decision.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 9:35 PM.

**FIRE COMMISSION SPECIAL MEETING****Thursday, October 23, 2008 – 4:00 PM**

698 Second Street, Room 102, San Francisco, CA 94107

AGENDA

10-08-08P04:11 RCVD

1. ROLL CALL

DOCUMENTS DEPT.

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans

OCT - 8 2008

SAN FRANCISCO
PUBLIC LIBRARY**2. CASE NO. 08- 05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS AND DECISION ON THE COMPLAINT OR OTHER ACTION ON CHARGES**

Hearing on employee discipline charges, including Commission deliberations and possible approval of a proposed agreement or other action on the charges, concerning a verified complaint filed by Chief of Department Joanne Hayes-White against Battalion Chief Lorrie Kalos dated May 14, 2008 for violation of the Rules and Regulations as follows:

- Department Rules and Regulations Section 3907 – Unauthorized Use of Authority of Uniform
- Department Rules and Regulations Section 3922 – Acts Detrimental to the Welfare of the Department
- SF Campaign and Government Conduct Code, Section 3.230(b) – City officers and employees shall not participate in political activities of any kind while in uniform
- SF Campaign and Government Conduct Code, Section 3.230(c) – No City officer may engage in political activity during working hours or on City premises
- California Government Code, Section 8314

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public comment on all matters pertaining to Agenda Item 2, including anything pertaining to the complaint; whether to hold the hearing on the complaint in closed session; and whether to conduct deliberations in closed session.

B. Vote on closed sessions

- (1) Whether to hold the hearing on the complaint in closed session
- (2) Whether to conduct deliberations in closed session.

C. Hearing and deliberations

- (1) Hearing on the complaint (in open or closed session, per the Commission's vote).
- (2) Deliberations and possible action on the complaint (in open or closed session, per the Commission's vote). *[Discussion and Possible Action]*

D. If closed session is held, reconvene in open session

- (1) Report any action taken in closed session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).
- (2) Vote to elect whether to disclose any or all closed session discussions.

3. **ADJOURNMENT**

SAN FRANCISCO FIRE COMMISSION



MINUTES OF THE FIRE COMMISSION SPECIAL MEETING

Thursday, October 23, 2008 - 4:00 PM

698 Second Street, Room 102, San Francisco, CA 94107

President Lau called the meeting to order at 4:20 PM.

1. ROLL CALL, the following were present:

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans

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Also Present

Marie Blits, Deputy City Attorney, Government Team, Counsel to the Commission
Monica Quattrin, Commission Secretary
Lisa Berkowitz, Deputy City Attorney, Labor Team – Counsel to the Department
Joanne Hayes-White, Chief of Department
Eric Munoz, Counsel for Battalion Chief Lorrie Kalos
Lorrie Kalos, Battalion Chief

2. CASE NO. 2008-05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS AND DECISION ON THE COMPLAINT OR OTHER ACTION ON CHARGES [Action]

Hearing on employee discipline charges, including Commission deliberations and possible approval of a proposed agreement or other action on the charges, concerning a verified complaint filed by Chief of Department Joanne Hayes-White against Battalion Chief Lorrie Kalos dated May 14, 2008 for violation of the Rules and Regulations as follows:

- Department Rules and Regulations Section 3907 – Unauthorized Use of Authority of Uniform
- Department Rules and Regulations Section 3922 – Acts Detrimental to the Welfare of the Department
- SF Campaign and Government Conduct Code, Section 3.230(b) – City officers and employees shall not participate in political activities of any kind while in uniform
- SF Campaign and Government Conduct Code, Section 3.230(c) – No City officer may engage in political activity during working hours or on City premises
- California Government Code, Section 8314

A. Public Comment on Special Meeting Agenda Item, Including Possible Closed Session

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including whether to conduct deliberations in closed session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

There was no public comment.

B. Vote on Closed Session

1. Whether to hold the hearing on the complaint in Closed Session. **[Action]**
2. Whether to conduct deliberations in Closed Session.

Commissioner Makras moved for Closed Session and Commissioner Evans seconded. The motion was unanimously approved 5-0 (Lau, Makras, Conroy, Nakajo, Evans). The Commission went into Closed Session at 4:30 PM.

C. Hearing and Deliberations

1. Hearing on the complaint (in open or closed session, per the Commission's vote).
2. Deliberations and possible action on the complaint (in open or closed session, per the Commission's vote). **[Discussion and Possible Action]**

The matter was conducted in Closed Session.

D. If Closed Session is Held, Reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

The Commission reconvened in Open Session at 6:14 p.m. No action was disclosed. President Lau announced the unanimous vote of the Commissioners that no discussion from Closed Session would be disclosed at Open Session.

3. ADJOURNMENT

The meeting was adjourned at 6:15 PM.

Monica Quattrin
Commission Secretary

SAN FRANCISCO FIRE COMMISSION



Fire Commission Regular Meeting

Thursday, October 23, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President George Lau
Vice President Victor Makras
Commissioner Stephen A. Nakajo
Commissioner Paul A. Conroy
Commissioner Andrea Evans

10-17-08P03:47 RCVD

DOCUMENTS DEPT.

Chief of Department Joanne Hayes-White

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of October 9th, 2008.

4. COMMUNICATIONS RECEIVED BY COMMISSION (October 2nd, 2008 through October 17th, 2008)

Sender	Date Received	Comments
Francis D. Kelly	10/02/08	Addressed to the Commission
Dave Nicolai	10/03/08	Addressed to the Commission
Lt. Kevin T. Walsh	10/05/08	Addressed to the Commission
Thomas Dusza	10/09/08	Addressed to the Commission
Erica Byrne	10/09/08	Addressed to the Commission

5. GIFT OF EQUIPMENT AND SUPPLIES TO DEPARTMENT

Discussion and possible action to recommend that the Board of Supervisors accept a gift to the Fire Department from Fireman's Fund Insurance Company of equipment and supplies valued at \$15,938.

The gift valued at \$15,938 was directed to the Department through Fireman's Fund Heritage Program by AmWINS Brokerage of California. The gift consists of non-permeable medical emergency bags and of mask fit equipment that will test SCBA, overhaul and particulate matter masks to ensure proper fit. These gifts will benefit the Fire Department and facilitate its safe and effective delivery of services to the public.

6. FIRE DEPARTMENT RULES AND REGULATIONS

Fire Department Rules and Regulations, Articles 39 and 40
Discussion regarding proposed revision of Fire Department's Rules and Regulations, Article 39, General Rules, and Article 40, Discipline.

7. LEAVE OF ABSENCE

Submitting request for leave of absence with pay by Chief of Department for six days, November 9 through November 14, 2008, to attend American Israel Education Foundation (AIEF) and International Association of Fire Chiefs' (IAFC) Homeland Security Mission to Israel Conference. All trip related expenses will be covered by AIEF. No Fire Department funds will be used for this trip

8. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events, including the budget and Divisions within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the department.

9. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION
NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is www.sfgov.org/fire_comm/. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Information on Disability Access

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SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

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Know Your Rights Under The Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

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SAN FRANCISCO FIRE COMMISSION



Fire Commission Regular Meeting

Thursday, October 23, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President George Lau
Vice President Victor Makras
Commissioner Stephen A. Nakajo
Commissioner Paul A. Conroy
Commissioner Andrea Evans

Chief of Department Joanne Hayes-White

10-20-08A09:01 RCVD

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3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of October 9th, 2008.

4. COMMUNICATIONS RECEIVED BY COMMISSION

(October 2nd, 2008 through October 17th, 2008)

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SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING

Thursday – October 23, 2008 – 6:00 p.m.

698 Second Street, Room 102

The meeting was called to order at 6:25 PM.

1. ROLL CALL

Commissioner	George Lau	present
Vice Commissioner	Victor Makras	present
Commissioner	Stephen A. Nakajo	present
Commissioner	Paul A. Conroy	present
Commissioner	Andrea Evans	present

Chief of Department	Joanne Hayes-White	present
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Patrick Gardner	Deputy Chief – Operations
Gary Massetani	Deputy Chief - Administration

Assistant Deputy Chiefs

Pete Howes	Emergency Medical Services
Barbara Schultheis	Fire Prevention & Investigation
Tom Siragusa	Division of Training
Mike Thompson	Support Services
Brendan O'Leary	Homeland Security

Assistant Chiefs

Johnny Lo	Division 2
	Division 3

Staff

Karl Sporer	EMS Medical Director
Jesusa Bushong	Human Resources
Sebastian Wong	EMS Section Chief

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Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of October 9, 2008

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Chief Joanne Hayes-White noted a correction to be made on page five at paragraph 5. The initials EMC should be corrected to read EMT.

Commissioner Lau called for a Motion to adopt the Minutes. Commissioner Evans Moved to adopt the Minutes. Commissioner Makras Seconded. All were in favor. There were no Nays. The Minutes were approved as submitted.

4. COMMUNICATIONS RECEIVED BY COMMISSION (October 2nd, 2008 through October 17th, 2008)

Sender	Date Received	Comments
Francis D. Kelly	10/02/08	Addressed to the Commission
Dave Nicolai	10/03/08	Addressed to the Commission
Lt. Kevin T. Walsh	10/05/08	Addressed to the Commission
Thomas Dusza	10/09/08	Addressed to the Commission
Erica Byrne	10/09/08	Addressed to the Commission

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

Commissioner Conroy had a question to Chief Hayes-White regarding a response to an e-mail communication. On October 9, a member of the public named Erica Byrne e-mailed the Commission regarding sirens in the Lower Polk area. Commissioner Conroy recalled that the department had regularly been meeting with that community on the siren matter and he asked whether the department had responded to this.

Chief Hayes-White explained that Deputy Chief Gardner, Assistant Chief Barden and Battalion Chief Steve Smith attended the meeting of the Lower Polk Neighborhood Association. Chief Hayes-White pointed out that the communication was addressed to the Commission but she will have Deputy Chief Gardner respond and also provide Ms. Byrne with the California Vehicle code information she requested. A copy of that response will also be sent to the Commissioners.

Commissioner Conroy made a request that when e-mail and correspondence such as this come to the Commission, a copy should be given to Chief Hayes-White to ensure a proper response. Commissioner Lau concurred, adding that for operations in particular, department staff are more qualified to answer technical questions than the members of the Commission.

5. GIFT OF EQUIPMENT AND SUPPLIES TO DEPARTMENT

Discussion and possible action to recommend that the Board of Supervisors accept a gift to the Fire Department from Fireman's Fund Insurance Company of equipment and supplies valued at \$15,938.

The gift valued at \$15,938 was directed to the Department through Fireman's Fund Heritage Program by AmWINS Brokerage of California. The gift consists of non-permeable medical emergency bags and of mask fit equipment that will test SCBA, overhaul and particulate matter masks to ensure proper fit. These gifts will benefit the Fire Department and facilitate its safe and effective delivery of services to the public.

Commissioner Lau asked Chief Hayes-White to give some background to the proposed resolution. Chief Hayes-White stated that Deputy Chief of Administration Gary Massetani would provide an overview. Ms. June Waechtler, the department's grant writer has done a fine job to augment the department's general fund with an established relationship through the Fireman's Fund Heritage Program. From 2004 to 2008 the total value of equipment and supplies donated through the Fireman's Fund Insurance Company Heritage Program has been a little over \$225,000. Chief Hayes-White thanked Ms. Waechtler for the department's well-established relationship with this program.

Chief Massetani greeted the Commissioners and asked for their approval to recommend acceptance of the \$15,938 gift to purchase the portable mask fit equipment and EMT bags. The portable mask fit equipment could be brought to all the stations and be calibrated there. It is self-calibrated by movement for greater speed and efficiency. The product costs approximately \$12,000 and the remaining money from the initial \$15,000 could be spent on EMT bags. Chief Massetani asked Deputy Chief Pete Howes to give a demonstration on the new EMT bags.

Chief Howes explained that the bag is a new product. After a dozen different bags were tested by personnel, they concluded that a backpack model was preferred over a traditional over-the-shoulder bag design. Since shoulder, neck and back injuries are common problems for field providers, this model made more sense.

Chief Howes showed the Commissioners a prototype of the EMT bag. It is well organized on the inside so that the paramedics and the EMTs are able to restock all their supplies very readily and have them well organized. They can also be decontaminated from body fluids with a simple Clorox solution. This is ideal with any cross-contamination or communicable diseases in the field.

Commissioner Lau asked how many bags the department hoped to order. Chief Massetani replied that 23 would be purchased with the initial money and with the

additional \$8,000 the department is receiving from Tarantino Gallagher, they would purchase 48, for a total of 71 bags.

Chief Massetani introduced the department's grant writer, Ms. June Waechtler to give a brief history about Fireman's Fund Heritage Program. This year to date, the department has received \$58,489 for equipment and supplies. This information is also published on the department's Web site. Ms. Waechtler mentioned that sometime before the end of the year Chief Hayes-White would like to acknowledge Fireman's Fund with some type of award. Chief Hayes-White agreed and suggested possibly incorporating this into a Fire Commission meeting to thank them for their generosity and continued support of the department.

Chief Massetani added that these gifts are one sure way to acquire needed equipment during times of budget constraint. Chief Massetani said the department has been fortunate to cultivate this relationship and continue it throughout the years.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

Commissioner Conroy expressed his thanks that the resolution had been amended to extend the Commission's appreciation to Fireman's Fund Insurance Company.

Commissioner Lau called for a Motion to accept the Resolution recommending the Board of Supervisors to accept the Fireman's Fund Heritage gift to the department.

Commissioner Conroy Moved to adopt the Resolution. Commissioner Makras Seconded. All were in favor. There were no Nays. The Resolution was approved as submitted.

Commissioner Lau thanked Chief Massetani, Chief Howes and Ms. Waechtler for the presentation.

6. FIRE DEPARTMENT RULES AND REGULATIONS

Fire Department Rules and Regulations, Articles 39 and 40
Discussion regarding proposed revision of Fire Department's Rules and Regulations, Article 39, General Rules, and Article 40, Discipline.

Commissioner Lau asked Chief Joanne Hayes-White for a briefing on the rules and regulations. Chief Hayes-White distributed copies of the current version of Articles 39 and 40 to compare with the proposed revisions which were included in the meeting packet. Chief Hayes-White explained that the last time the rules and regulations were updated was under the direction and administration of Robert Demmons in February of 1997. Chief Hayes-White acknowledged Chief Siragusa's Division of Training, specifically Captain Jose Velo, for management of the entire project. Chief Hayes-White also thanked Deputy City Attorney Katie Porter for playing an integral role in updating and modifying these articles.

Chief Hayes-White stated she is hoping to see final drafts from other articles no later than the end of this year. Many of the rules will require a meet and confer with the bargaining unit which could occur in early 2009. Chief Hayes-White was optimistic that these items will be ready for discussion at a meeting sometime in February.

Chief Hayes-White directed attention to Article 3912, Alcohol and Prohibited drugs. This Article was updated to become consistent with the department's overall drug and alcohol testing policy. Other changes appear in Article 3917 where violence is defined. Article 3921, Inattention to Duty, is an additional rule. Chief Hayes-White personally

requested modification for Article 3922, Inaptitude for Duty/Incompetence, to allow for a slightly harsher option for a single incident or a first-time offender in order to have more options related to the disciplinary process.

The last changes, Article 3954, Unauthorized Release of Personal Information; Article 3955, Change of Residence, Telephone, and Other Status; and, Article 3956, Confidential Information, were all added with the goal of further protecting employee privacy rights and embracing the Firefighters' Bill of Rights mandates.

Chief Hayes-White remarked that all of these proposed revisions have gone before Local 798 as part of meet and confer with the department asking for comments by September 25. Katie Porter, the department's representative has met twice with Vice Commissioner Joe Moriarty on these particular articles. There was some dialogue but Local 798 has not yet submitted any comments to the final draft.

Chief Hayes-White resumed with the revisions to Article 40, specifically Article 4002, Off-Duty Conduct and when discipline may apply. A member may be subject to discipline for off-duty conduct that violates the rules. In assessing off-duty conduct to determine whether discipline is warranted, the department will carefully evaluate the off-duty conduct to determine whether a nexus exists between that conduct and their workplace.

Chief Hayes-White stated that the department is inclined to protect its employees' privacy and personal life. It is not the administration's intention to monitor off-duty activities. Defining the nexus will help determine the realm of potential discipline.

Chief Hayes-White confirmed that these revised Articles restate the department's separate policy for alcohol and prohibited drugs, in that it refers members for greater specificity to that policy.

Chief Hayes-White invited questions and comments from the Commission, and thanked resident expert Katie Porter for her eye and her organization skills.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Commissioner Nakajo asked how uniformed personnel are kept apprised of the articles and general rules. Chief Hayes-White explained that the expectation is set that all members be fully aware of all rules and regulations. Any changes to the rules would be issued as part of a general order to be retained until such time as a new manual for the entire project is completed.

Commissioner Evans asked if she could get a copy of the Firefighters' Bill of Rights. Chief Hayes-White said she would provide copies for the Commissioners.

Discussion ensued regarding other types of misconduct such as improper use of phone, photo/video recordings on the phone, and texting.

Commissioner Conroy stated he was pleased to see the proposed new rules. He thanked Chief-Hayes-White, the administration and Deputy City Katie Porter for the work they put into this.

Commissioner Lau concluded the report stating that since this was the Commission's introduction to the proposed revisions, they will be discussed again before final adoption.

7. LEAVE OF ABSENCE

Submitting request for leave of absence with pay by Chief of Department for six days, November 9 through November 14, 2008, to attend American Israel Education Foundation (AIEF) and International Association of Fire Chiefs' (IAFC) Homeland Security Mission to Israel Conference. All trip related expenses will be covered by AIEF. No Fire Department funds will be used for this trip.

Commissioner Lau asked Chief Hayes-White for additional information on the conference. Chief Hayes-White explained that approximately 12 fire chiefs will be traveling to Tel Aviv and Jerusalem for this conference to share and learn about how homeland security issues are dealt with, hardening infrastructures and responding to emergencies, both medical and fire. Chief Hayes-White attended this same conference in March of 2006 and said it was a fascinating experience. She said she was honored to have been invited again.

Chief Hayes-White pointed out that Mayor Newsom has also supported the trip. The cost of the trip is covered by the International Association of Fire Chiefs and the American Israel Education Foundation as part of the overall collaborative mission between the two jurisdictions

Chief Hayes-White said she would be away from the office for four work days, leaving Sunday November 9 and returning Friday afternoon, November 14. Tuesday, November 11 is a holiday. Both deputies will be working that week, and with Commission approval, Chief Hayes-White asked to assign Deputy Chief Gardner as acting chief for that week.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment. Commissioner Lau then asked for discussion from the Commissioners.

Commission Makras congratulated Chief Hayes-White remarking that it is a great compliment to receive a return invitation.

Commissioner Makras Moved to approve the Leave of Absence and Chief Hayes-White's request to assign Deputy Chief Gardner Acting Chief. Commissioner Conroy Seconded. All were in favor. There were no Nays. Both the Leave of Absence and Chief's request were unanimously approved.

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Chief Hayes-White stated that following her report Chief Massetani will provide the Commission with the administration overview and discuss budget and where we're at currently in the fiscal year.

Chief Hayes-White reported that the EMS reconfiguration has concluded. The department will continue to monitor the effectiveness of the dynamically deployed units as well as the four static ambulances. The issue related to the provider agreement is still a work in progress, and there will be a meeting with Dr. Tharratt from the state emergency medical services agency to provide him with perspective on the current service that the department provides.

Chief Hayes-White has asked the deputies to work with Assistant Deputy Chief Howes and Section Chief Wong to form a workgroup to study this issue more closely. She suggested possibly working with the City Attorney's office, to prepare a responsive letter to the state concerning their perspective that the manner and scope of the 1981 agreement has changed significantly, such that the exclusive operating agreement is no longer effective.

Chief Hayes-White reported meeting with Dr. Katz this week to give him that feedback. Chief Hayes-White wanted to make it clear to Dr. Katz that she understands his role, but also wanted him to know that the department upholds its role of providing the highest quality service to the citizens of San Francisco in the same manner it has done for many years. Chief Hayes-White acknowledged the Commissioners' interest and support for the department's efforts to maintain this service, and she promised to keep them informed every step of the way.

Chief Hayes-White reported that she has authorized Deputy Chief of Administration Gary Massetani to take a trip to Washington, D.C. next week. Chief Massetani will now be a new member on the Terrorism and Homeland Security Committee of the United States for the Metropolitan Fire Chiefs' Association. After serving two years on that committee, Chief Hayes-White will step down to focus on her responsibilities both here and with her work on the National Advisory Council for FEMA. Chief Hayes-White remarked that this is a compliment to both the department and Chief Massetani since the subcommittee is comprised mainly of department chiefs of large urban areas.

Chief Hayes-White gave a brief overview of some of the recent events since the last meeting.

Saturday, October 11 was open house at the fire stations. Banners were hung, fire safety materials were distributed, and some people took advantage of the free blood pressure screenings.

On Saturday morning, October 18 from 9:00 to noon a NERT drill took place in four areas of the city. Chief Hayes-White was able to make it to two of the sites -- Aptos Middle School and A.P. Giannini. Chief Hayes-White said she continues to be very impressed with the professional expertise and enthusiasm of the NERT volunteers. Over the four sites approximately 250 people participated in various scenarios and embraced the incident command system concept. Chief Hayes-White announced that Lt. Erica Arteseros, NERT coordinator, will be officially promoted to lieutenant. Lt. Arteseros will continue working as the NERT coordinator -- she has done a very good job and has an excellent relationship with the NERT volunteers.

On Tuesday, October 21 all city departments and portions of the private sector participated in the Mayor's Shake Up San Francisco drill. This event marked the 140th anniversary of the Hayward Fault earthquake in the 1800s which caused significant damage. Chief Hayes-White acknowledged Deputy Chief Brendan O'Leary for organizing the department's participation.

Chief Hayes-White also thanked Chief Gardner who oversaw a recall drill, the results of which will be made available at a later date. Chief Siragusa did an excellent job conducting two sessions of an ICS 100 class for the department's civilian workforce. Also on Tuesday, October 21, everyone at headquarters participated in a noontime evacuation. Each floor had wardens, searchers, and people who reported in to make sure everyone had exited the building in a safe manner. Chief Hayes-White thanked Chief Thompson from Support Services for his good job coordinating that drill.

Chief Hayes-White reported on today's participation in a Silver Sentinel exercise, which was organized at the Department of Emergency Management. The exercise ran from 9:00 a.m. to 2:00 p.m. Most of the command staff participated at headquarters' operations center. Captain Zanolfo, Chief Howes, Captain Myers and Captain Velo participated at 1011 Turk Street. The scenario was two-to-three days after a 6.9 magnitude earthquake, encompassing all the different issues to face citywide. Chief Hayes-White remarked that there is much to gain through the relationships during an inter-agency process, and the more work that is done this way, the better off everyone will be.

Later in the morning, Chief Hayes-White participated as a member of the policy group at Emergency Management. Board of Supervisors President Aaron Peskin was there, as well as the mayor's chief of staff Steve Kawa, and an assortment of department heads. The group was presented with about five or six different scenarios or policy decisions that needed to be made that would have an impact one way or the other on steps forward, two to three days into the incident, such as number of fatalities, if there were bridges down, or infrastructures that needed assessment prior to reoccupying them. The group addressed everything from operational decisions to fiscal decisions to emergency declarations. Chief Hayes-White remarked that the exercise went smoothly.

Chief Hayes-White reported that last week 175 conditional offers were made to members on the eligible list for lieutenant. Persons in the acting role who didn't pass the examination will return to the permanent rank of H-2 effective October 25. Chief Gardner is leading the effort to support both the new incoming officers and those that are stepping back to their permanent rank. The Assignment Office has just completed work on a very large number of assignment changes.

Chief Hayes-White referred the Commissioners to the H-2 job announcement in their meeting packets. The announcement is currently at Local 798 for their 15-day business review. The first component of the H-6 Investigator test will take place on November 9. There are approximately 98 members that have signed up to take that examination. The second and final component of the H-4 Inspector exam will take place on November 16. Chief Hayes-White hopes to have those results out by the end of the year or early January.

Chief Hayes-White reported that Chief Gardner and all members in operations are well prepared for Halloween night. Chief Hayes-White remarked that they need to be flexible given that it falls on Friday and many venues will be taking place.

Chief Hayes-White concluded her report and offered to answer any questions.

Commissioner Lau said he would defer public comment until after Chief Massetani's report.

Deputy Chief Gary Massetani greeted the Commissioners and reported first on the department's budget. At this time there is a shortfall on the EMS ambulance revenue. There have been some changes in the Medicare payments as well as in the federal service

provider agreement. He expects this to be mitigated so revenues from EMS will return to normal by the end of the year.

On the expenses side, salary and line-item expenditures for most divisions are currently on budget. Overall, the department is projected to meet its budget for the end of the fiscal year. He said they would have a better idea closer to the six-month projection reports.

Regarding hiring, the Mayor e-mailed all departments today freezing all requisitions. Chief Massetani is confident that the department's 24/7 positions will be moved through, but some of the administrative positions might be more difficult.

Human Resources is projecting that applications for the H-2 exam will be available from November 17 through November 26, and that the filing period will be between December 4 and December 6.

Under the direction of Chief Siragusa and Captain Velo a process is now in place to update the rules and procedures manuals. The possibility of annual revisions is being examined.

At Commissioner Nakajo's request from an earlier meeting, Chief Massetani circulated an Officers' Training Schedule. The training is scheduled to begin January 5, 2009 – one session per week with a make-up session in the final week. The sessions cover a full range of topics and issues which will provide guidance and a foundation for new officers.

Support Services are continuing to work with the mayor's office of environment; in particular, with low-usage fluorescent light systems. A survey is planned at all stations to see if some electrical costs can be reduced. Another project is the critical infrastructure security and a method to lock the approximately 11 underground storage tanks throughout the city. Also planned is an offsite monitoring system for fuel usage.

Chief Mike Thompson of Support Services is also working with AWSS, the auxiliary water supply systems, and the PWSS (portable water supply system) for the upcoming bond measure. Today he met with retired chief Frank Blackburn, who played an integral part in the 1986 bond passage. Chief Blackburn now resides in Germany and was out for a visit with family. Chief Blackburn and Chief Thompson spoke about strategies to ensure this measure gets on the 2009 November ballot. A consultant from Mayor's office has estimated the cost of replacing the whole system to be \$500 million. Chief Blackburn recommended a smaller scale plan under the \$100 million mark. Chief Thompson will present his recommendation within the next three to four months.

The Bureau of Water Supply worked on 95 low-pressure hydrants this month, with 68 needing new paint. There has been some reduction in graffiti but it is still an issue the police are trying to mitigate. There has also been an increase in stolen hydrant caps and manhole covers.

Bureau of Equipment this month responded to 118 calls from field units for maintenance of tools, apparatus, and equipment. They went on 123 runs for mechanical breakdowns of apparatus and were able to assist us in a lot of that. The Bureau of Equipment personnel met with the Office of Contract Administration on the bid for the Triple Combination Pumper specifications.

As Chief Hayes-White previously mentioned, the Planning and Research department has been very busy over the last three weeks working with the vacancy lists, appointments and assignment changes. Chief Massetani thanked that department for all the hard work they've done.

Last week 25 department members attended the IAFF health and wellness peer fitness training program organized by Firefighter/Paramedic Natalie Levchenko. The program is a 40-hour peer fitness training class. Chief Massetani attended part of the second day session and reported that it was a great class. The members will help evaluate other department members and also develop appropriate fitness programs. The group was very enthusiastic and the program was thorough.

Report from the physician's office for the month of September: there were 35 work-related injuries. There were 21 with lost time injuries and 13 without. Back strains were the high this month with seven; with four shoulder strains. There was also meningitis exposure for five individuals. Chief Massetani said he hopes the fitness program members are able to come up with some strengthening and/or stretching exercises for our members to relieve some of the back and shoulder strain.

Report from the Medical Leave Supervisor: 33 members were off for the months of September and October, compared to 49 this time last year.

Report from Investigative Services Bureau: for the month of September 27 members were randomly tested with negative results. Chief Massetani proudly reported that the department has reached and surpassed the goal of testing 400 members by September of this year.

Report from post-accident drug and alcohol testing program: during the month of September three individuals were tested with negative results.

Chief Massetani announced that this morning the first San Francisco swim from Alcatraz to Aquatic Park took place under the organization of Battalion Chief Thomas Abbot. There were approximately 40 swimmers -- 30 from the San Francisco Fire Department, some from the police department and other civilians. It was a fundraiser for the Firefighter Cancer Foundation, and they raised approximately \$1500. Chief Massetani said he, Chief Hayes-White, and Deputy Chief Gardner witnessed the event and a good time was had by all who participated. Chief Massetani said he hopes by next year it will be an even bigger event.

Chief Massetani concluded his report and offered to answer any questions.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

Commissioner Nakajo asked Chief Massetani if the officer training academy was voluntary or mandatory. Chief Massetani explained that the officers will be detailed on-duty, so it will not be voluntary. Discussion ensued.

Commissioner Conroy had a question for Chief Hayes-White regarding the proposed bond measure to replace the AWSS system or portions thereof. Discussion ensued.

Chief Hayes-White said she wanted to acknowledge someone present at the meeting. She asked Chief David Franklin from Special Operations to stand. Chief Hayes-White asked Chief Gardner to speak about what Chief Franklin has done with the role of special operations since mid-October. Chief Gardner explained that this special operations position was assigned to Battalion 15, working out of the quarters of Station 21. Chief Franklin is dispatched as a technical expert to any technical rescue or working fires as a safety officer. His position was moved from administrative to out in the field during the day. He can respond in the evenings as well, if needed. Chief Franklin is also a full battalion chief so he can step in and cover in the event another battalion chief is at a

training session or other situation. Chief Hayes-White said she was proud of Chief Gardner's decision to assign Chief Franklin to this position.

Commissioner Nakajo directed another question to Chief Hayes-White regarding performance evaluations.

Chief Hayes-White responded that there is an annual process for all to be evaluated, including herself. The Commission is actually responsible for her evaluation. All new members that are promoted to a new rank are on a probationary period for six months, and there will be monthly rating reports from a designated officer at a higher level.

In the case of the lieutenants, the battalion chiefs evaluate them -- just like the new battalion chiefs are being evaluated in a written monthly report by the assistant chiefs. It is conducted in the form of a rating report, and it's also a mentoring opportunity. Battalion chiefs not only rate them but are also to be there as a source of support and guidance along the way. There is a six-month probationary period upon promotion.

Commissioner Lau had one final question regarding the H-2 job announcement. He wanted to know why Human Resources will be distributing the applications between November 17 and 26 rather than having applicants download it from the system.

Human Resources Officer Jesusa Bushong explained that the application is actually a special short version scannable application designed by DHR. Once an application is filled out, it goes through a scanner instead of data entry; it is not downloadable. Discussion ensued.

Commissioner Lau thanked Ms. Bushong for her explanation.

Commissioner Lau called for further public comment. No one approached. Commissioner Lau closed public comment.

The meeting was adjourned at 8:00 PM.

Fire Commission

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November 6, 2008 (Special Meeting, 4:00 PM)

FIRE COMMISSION SPECIAL MEETING

Thursday, November 6, 2008 – 4:00 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans

11-03-08P03 34 RVT

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2. CASE NO. 2008-03: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT AND POSSIBLE APPROVAL OF FINDINGS OF FACT [Action item]

On February 15, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Fire Commission pursuant to Charter Section A8.343, alleging that Firefighter David Johnson failed to meet the minimum qualifications for the position of H-2 Firefighter, as required by the following:

- Y Department Rules and Regulations Section 1502 -- Valid Operator's License
- Y Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect prior to February 15, 2008)
- Y Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect after February 15, 2008)
- Y Department General Order 93 A-3

On April 8, 2008, the Commission found that Johnson failed to meet the minimum qualifications for the position, and by a unanimous vote of Members present, the Commission terminated his employment with the San Francisco Fire Department, with the termination effective April 15, 2008. The Commission is now considering proposed findings of fact in relation to that decision.

This case may be heard in closed Session pursuant to Government Code Section 54957(b) and

San Francisco Administrative Code Section 67.10(b).

A. Public Comment on Special Meeting Agenda Item

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including the proposed Findings of Fact and whether to consider the matter in Closed Session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

B. Vote on Closed Session:

1. Vote on whether to conduct deliberations on Findings of Fact in Closed Session. **[Action]**

C. Deliberations and Possible Action

1. Deliberations and possible action on Findings of Fact (in open or closed session, per the Commission's vote). **[Action]**

D. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

3. ADJOURNMENT

Fire Commission

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November 6, 2008 (Special Meeting, 4:00 PM)

CANCELLED

FIRE COMMISSION SPECIAL MEETING

Thursday, November 6, 2008 – 4:00 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

Item No.

1. ROLL CALL

President
Vice President
Commissioner
Commissioner
Commissioner

George Lau
Victor Makras
Stephen A. Nakajo
Paul Conroy
Andrea Evans

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2. CASE NO. 2008-03: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT AND POSSIBLE APPROVAL OF FINDINGS OF FACT *[Action item]*

On February 15, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Fire Commission pursuant to Charter Section A8.343, alleging that Firefighter David Johnson failed to meet the minimum qualifications for the position of H-2 Firefighter, as required by the following:

- ÿ Department Rules and Regulations Section 1502 -- Valid Operator's License
- ÿ Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect prior to February 15, 2008)
- ÿ Department Vehicle Operations Manual 1.1 – Minimum License Requirements (in

effect after February 15, 2008)

Y Department General Order 93 A-3

On April 8, 2008, the Commission found that Johnson failed to meet the minimum qualifications for the position, and by a unanimous vote of Members present, the Commission terminated his employment with the San Francisco Fire Department, with the termination effective April 15, 2008. The Commission is now considering proposed findings of fact in relation to that decision.

This case may be heard in closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public Comment on Special Meeting Agenda Item

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including the proposed Findings of Fact and whether to consider the matter in Closed Session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

B. Vote on Closed Session:

1. Vote on whether to conduct deliberations on Findings of Fact in Closed Session. **[Action]**

C. Deliberations and Possible Action

1. Deliberations and possible action on Findings of Fact (in open or closed session, per the Commission's vote). **[Action]**

D. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

3. ADJOURNMENT

**FIRE COMMISSION SPECIAL MEETING****Monday, November 10, 2008 – 5:30 PM**

698 Second Street, Room 221, San Francisco, CA 94107

REVISED AGENDA

11-07-08A11:39 RCVD

Item No.

1. ROLL CALL

DOCUMENTS DEPT.

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans

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SAN FRANCISCO
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On February 15, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Fire Commission pursuant to Charter Section A8.343, alleging that Firefighter David Johnson failed to meet the minimum qualifications for the position of H-2 Firefighter, as required by the following:

- Department Rules and Regulations Section 1502 -- Valid Operator's License
- Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect prior to February 15, 2008)
- Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect after February 15, 2008)
- Department General Order 93 A-3

On April 8, 2008, the Commission found that Johnson failed to meet the minimum qualifications for the position, and by a unanimous vote of Members present, the Commission terminated his employment with the San Francisco Fire Department, with the termination effective April 15, 2008. The Commission is now considering proposed findings of fact in relation to that decision.

This case may be heard in closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public Comment on Special Meeting Agenda Item

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including the proposed Findings of Fact and whether to consider the matter in Closed Session.

[Government Code §54954.3(a), Administrative Code §67.15(b)]

B. Vote on Closed Session:

1. Vote on whether to conduct deliberations on Findings of Fact in Closed Session. **[Action]**

C. Deliberations and Possible Action

1. Deliberations and possible action on Findings of Fact (in open or closed session, per the Commission's vote). **[Action]**

D. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).
2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

3. ADJOURNMENT

Fire Commission

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November 10, 2008 (Special Meeting, 5:30 PM)

MINUTES OF THE FIRE COMMISSION SPECIAL MEETING

Monday, November 10, 2008 – 5:30 PM

698 Second Street, Room 221, San Francisco, CA 94107

Commission President Lau called the meeting to order at 5:40 p.m.

1. ROLL CALL: the following were present:

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans – Excused

Also Present

Marie Blits, Deputy City Attorney, Government Team, Counsel to the Commission
Monica Quattrin, Commission Secretary

2. CASE NO. 2008-03: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT AND POSSIBLE APPROVAL OF FINDINGS OF FACT [Action item]

On February 15, 2008 Chief of Department Joanne Hayes-White filed a Verified Complaint with the Fire Commission pursuant to Charter Section A8.343, alleging that Firefighter David Johnson failed to meet the minimum qualifications for the position of H-2 Firefighter, as required by the following:

- Department Rules and Regulations Section 1502 -- Valid Operator's License
- Department Vehicle Operations Manual 1.1 -- Minimum License Requirements (in effect prior to February 15, 2008)
- Department Vehicle Operations Manual 1.1 – Minimum License Requirements (in effect after February 15, 2008)
- Department General Order 93 A-3

On April 8, 2008, the Commission found that Johnson failed to meet the minimum qualifications for the position, and by a unanimous vote of Members present, the Commission terminated his employment with the San Francisco Fire Department, with the termination effective April 15, 2008. The Commission is now considering proposed findings of fact in relation to that decision.

This case may be heard in closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public Comment on Special Meeting Agenda Item

Members of the public may comment on all matters pertaining to Agenda Item No. 2, including the proposed Findings of Fact and whether to consider the matter in Closed Session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

There was no public comment.

B. Vote on Closed Session

1. Whether to hold the meeting on Proposed Findings of Fact in Closed Session.
2. Whether to conduct deliberations in Closed Session.

Commissioner Conroy moved for Closed Session and Commissioner Makras seconded. The motion was unanimously approved 4-0 (Lau, Makras, Conroy, Nakajo). The Commission went into Closed Session at 5:45 p.m..

C. Hearing and Deliberations

1. Hearing on the complaint (in open or closed session, per the Commission's vote).
2. Deliberations and possible action on Findings of Fact (in open or closed session, per the Commission's vote).

The matter was conducted in Closed Session.

D. If Closed Session is Held, Reconvene in Open Session

- 1 Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4)

The Commission reconvened in Open Session at 6:45 p.m. President Lau announced the unanimous vote of the Commissioners to adopt the proposed findings as amended by the Commission. President Lau instructed the commission secretary to prepare the findings document and send it to the parties.

2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a).

Commissioner Conroy moved not to disclose any discussion held in closed session and Commissioner Nakajo seconded. The motion was unanimously approved by those present (4-0: Lau, Makras, Conroy, Nakajo).

3. ADJOURNMENT

The meeting was adjourned at 6:50 p.m..

Monica Quattrin
Commission Secretary



FIRE COMMISSION SPECIAL MEETING

Thursday, November 13, 2008, 4:00 PM

698 Second Street, Room 221, San Francisco, California 94107

AGENDA

11-06-08408:12 F000

Item No.

1. ROLL CALL

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President George Lau
 Vice President Victor Makras
 Commissioner Stephen A. Nakajo
 Commissioner Paul A. Conroy
 Commissioner: Andrea Evans

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2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Discussion and Possible Action]

Conference with legal counsel to discuss pending litigation and proposed settlements in the following cases: 1) *Weaver, et al. v. City and County of San Francisco*, United States District Court, Northern District of California, Case No. C03-1589 SI, Filed April 14, 2003; 2) *Moynihan, et al. v. City and County of San Francisco*, United States District Court, Northern District of California, Case No. C06-7071 SI, Filed November 14, 2006; and 3) *Green, et al. v. City and County of San Francisco*, United States District Court, Northern District of California, Case No. C06-6953 SI, Filed November 7, 2006. Possible vote to recommend that the San Francisco Board of Supervisors approve settlement of these lawsuits or to take other action. These items may be heard in closed session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d).

A. PUBLIC COMMENT ON SPECIAL MEETING AGENDA ITEM; POSSIBLE CLOSED SESSION

1. Public comment on agenda item No. 2, including, if there is a motion to invoke the attorney-client privilege to go into closed session, public comment on whether to go into closed session.
2. If there has been a motion to invoke the attorney-client privilege to go into closed session: Vote on whether to hold closed session to confer with legal counsel.

B. CONFERENCE AND POSSIBLE ACTION, OPEN SESSION OR CLOSED SESSION

1. Conference with legal counsel regarding pending litigation and proposed settlement.
2. Possible vote to recommend that the San Francisco Board of Supervisors approve settlement of the lawsuits or to take other action. [Action]

C. IF CLOSED SESSION IS HELD, RECONVENE IN OPEN SESSION

1. Vote to elect whether to disclose any or all closed session discussions. [Action]

3. ADJOURNMENT

Fire Commission

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November 13, 2008 (Special Meeting, 4:00 PM)

MINUTES OF FIRE COMMISSION SPECIAL MEETING

Thursday, November 13, 2008, 4:00 PM

698 Second Street, Room 221, San Francisco, California 94107

Commissioner Lau called the meeting to order at 4:15 PM.

1. On **ROLL CALL**, the following were present

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Andrea Evans
Commissioner	Paul Conroy (excused from this meeting)

Also present

Katharine Porter, Deputy City Attorney, Counsel to the Commission
Margaret Baumgartner, Deputy City Attorney, Labor Team
Gary Massetani, Deputy Chief of Administration
Monica Quattrin, Commission Secretary

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2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Discussion and Possible Action]**

Conference with legal counsel to discuss pending litigation and proposed settlements in the following cases: 1) *Weaver, et al. v. City and County of San Francisco*, United States District Court, Northern District of California, Case No. C03-1589 SI, Filed April 14, 2003; 2) *Moynihan, et al. v. City and County of San Francisco*, United States District Court, Northern District of

California, Case No. C06-7071 SI, Filed November 14, 2006; and 3) *Green, et al. v. City and County of San Francisco*, United States District Court, Northern District of California, Case No. C06-6953 SI, Filed November 7, 2006. Possible vote to recommend that the San Francisco Board of Supervisors approve settlement of these lawsuits or to take other action. These items may be heard in closed session pursuant to Government Code §54956.9(a) and San Francisco Administrative Code §67.10(d).

a. PUBLIC COMMENT ON SPECIAL MEETING AGENDA ITEM

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

b. VOTE ON WHETHER TO HOLD THE MEETING IN CLOSED SESSION

Commissioner Nakajo moved to assert the attorney-client privilege and go into closed session. Commissioner Evans seconded. The motion was unanimously approved by those present 4-0 (Lau, Makras, Nakajo, Evans). The Commission went into closed session at 4:25 PM.

c. CONFERENCE AND DISCUSSIONS

The conference and discussions were held in closed session.

d. If closed session is held, reconvene in open session

The Commission reconvened in open session at 5:15 PM.

(1) Vote to elect whether to disclose any or all closed session discussions

Commissioner Nakajo moved to not disclose any discussion held in closed session and Commissioner Evans seconded. The motion was unanimously approved by those present 4-0 (Lau, Makras, Nakajo, Evans).

3. ADJOURNMENT

The meeting was adjourned at 5:20 PM.

SAN FRANCISCO



FIRE COMMISSION

FIRE COMMISSION SPECIAL MEETING

Thursday, November 13, 2008 – 5:45 PM

698 Second Street, Room 221, San Francisco, CA 94107

AGENDA

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans

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2. CASE NO. 2008- 05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS AND DECISION ON THE COMPLAINT OR OTHER ACTION ON CHARGES: ANNOUNCEMENT OF ACTION TAKEN

Hearing on employee discipline charges, including Commission deliberations and possible approval of a proposed agreement or other action on the charges, concerning a verified complaint filed by Chief of Department Joanne Hayes-White against Battalion Chief Lorrie Kalos dated May 14, 2008 for violation of the Rules and Regulations as follows:

- Department Rules and Regulations Section 3907 – Unauthorized Use of Authority of Uniform
- Department Rules and Regulations Section 3922 – Acts Detrimental to the Welfare of the Department
- SF Campaign and Government Conduct Code, Section 3.230(b) – City officers and employees shall not participate in political activities of any kind while in uniform
- SF Campaign and Government Conduct Code, Section 3.230(c) – No City officer may engage in political activity during working hours or on City premises
- California Government Code, Section 8314

3. ADJOURNMENT

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Fire Commission

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November 13, 2008 (Special Meeting, 5:45 PM)

MINUTES OF FIRE COMMISSION SPECIAL MEETING

Thursday, November 13, 2008, 5:45 PM

698 Second Street, Room 221, San Francisco, California 94107

Commissioner Lau called the meeting to order at 5:45 PM.

1. On ROLL CALL, the following were present

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Andrea Evans
Commissioner	Paul Conroy (excused from this meeting)

GOVERNMENT
DOCUMENTS DEPT

FEB 25 2009

Also present

Monica Quattrin, Commission Secretary

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2. CASE NO. 2008- 05: HEARING ON VERIFIED COMPLAINT FILED BY CHIEF OF DEPARTMENT, INCLUDING POSSIBLE DELIBERATIONS AND DECISION ON THE COMPLAINT OR OTHER ACTION ON CHARGES: ANNOUNCEMENT OF ACTION TAKEN

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- Y SF Campaign and Government Conduct Code, Section 3.230(c) – No City officer may engage in political activity during working hours or on City premises

California Government Code, Section 8314

Y 3. ANNOUNCEMENT OF ACTION TAKEN

Commissioner Lau read the Notice of Decision reported and posted by the Commission secretary on October 31, 2008 as follows:

CASE NO. 2008- 05: Hearing on Verified Complaint Filed by Chief of Department against Battalion Chief Lorrie Kalos, dated May 14, 2008, for Violation of Rules and Regulations

On October 29, 2008 Commission President George Lau signed a Stipulation and Action in the above-noted matter on behalf of the Commission, pursuant to prior unanimous approval by the Commission on October 23, 2008 that was subject to certain contingencies, which contingencies occurred during the intervening days.

The Stipulation and Action includes imposition of a 10 calendar day suspension for violation of Department Rules and Regulations Section 3922 - Acts Detrimental to the Welfare of Department. The remaining charges were dismissed as moot.

4. ADJOURNMENT

The meeting was adjourned at 5:55 PM.

SAN FRANCISCO



FIRE COMMISSION

Fire Commission Regular Meeting

Thursday, November 13, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Commissioner	Andrea Evans

11-07-08A11:25 RCVD

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Chief of Department Joanne Hayes-White

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of October 23, 2008

4. COMMUNICATIONS RECEIVED BY COMMISSION
(October 16, 2008 through November 7, 2008)

Sender	Date Received	Comments
Patrick B. Donohue, Esq.	10/16/08	Addressed to the Commission
Francis D. Kelly	10/20/08	Addressed to the Commission

5. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications.

9. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is www.sfgov.org/fire_comm/. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Information on Disability Access

The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving the Commission's meeting location and Office are the 15 Third, 42 Downtown Loop, and N Judah (Second and King Streets stop). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at least two business days before the meeting at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Fire Commission meetings. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

Documents for Public Inspection

Documents referred to in this agenda, if not otherwise exempt from disclosure, are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials, if not otherwise exempt from disclosure, are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours.

Know Your Rights Under The Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING

Thursday – November 13, 2008 – 6:00 p.m.

698 Second Street, Room 102

The meeting was called to order at 6:05 PM.

1. ROLL CALL

Commission President	George Lau	Present
Commission Vice President	Victor Makras	Present
Commissioner	Paul Conroy	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Andrea Evans	Present
Chief of Department	Joanne Hayes-White	Excused
Patrick Gardner	Deputy Chief – Operations	
Assistant Deputy Chiefs		
Pete Howes	Emergency Medical Services	
Patrick Casserly	Airport Division	
Michael Thompson	Support Services	
Assistant Chiefs		
Kevin Taylor	Division 2	
Audry Lee	Division 3	
Staff		
Jesusa Bushong	Human Resources	
Sebastian Wong	EMS Section Chief	

2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

Commissioner Lau called for public comment. Four members of the public approached.

Larry Bradshaw, Representative from Local 1021, SEIU, Jonathan Frank, retired paramedic, Paramedic Captain Terry Oak, and Paramedic Jonathan Meade, all spoke in support of payroll department employee Sheila Reid.

Commissioner Lau called for further public comment. No one approached.
Commissioner Lau closed general public comment.

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3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of October 23, 2008, and minutes of the Special Meeting of October 23, 2008.

Commissioner Lau called for public comment. No one approached. Commissioner Lau then asked for discussion from the Commissioners. There was none. Commissioner Lau closed public comment.

Commissioner Lau called for a motion to adopt the Minutes. Commissioner Makras moved to adopt the Minutes. Commissioner Conroy seconded. All were in favor. There were no Nays. The Minutes were approved as submitted.

4. COMMUNICATIONS RECEIVED BY COMMISSION (October 16, 2008 through November 7, 2008)

1. To the Commissioners from Patrick B. Donohue, Esq. dated October 16, 2008
2. To the Commissioners from Francis D. Kelly dated October 20, 2008

Commissioner Lau called for public comment. No one approached. Commissioner Lau asked for discussion among the Commissioners. There was none. Commissioner Lau closed public comment.

5. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications.

Commissioner Lau announced he would wait to hear public comment until after the reports.

Deputy Chief Gardner as Acting Chief reported in Chief Hayes-White's absence.

Chief Gardner remarked that nothing of great urgency occurred during the absence of Chief Hayes-White. He sadly announced the passing of retired assistant chief Dan Barden and asked that the meeting be adjourned in his memory.

Chief Gardner reported that the H-2 job announcement has been delayed. At the meet and confer with the union some issues with the announcement came up and Human Resources is responding to that.

Chief Gardner reported on the Shake Up San Francisco drill on October 21. He was happy to announce statistics on the recall drill. Rosters from the companies show that 80 percent of the people that were called at noon that day said that they would return immediately, 15 percent said no and 5 percent were left a message. Of those 5 percent, most had called back before the evening was over. If this exercise were to occur again,

Chief Gardner was confident that there would be an 80 percent return rate for the people that were not on duty.

Chief Gardner concluded his report for the Chief of Department.

Commissioner Lau asked the Commissioners if they had any questions or comments.

Commissioner Nakajo asked if Human Resources could respond to the issues delaying the H-2 announcement and also asked when it might actually occur.

Human Resources Director Jesusa Bushong responded that unfortunately there is no timeline because the issues raised by the union are substantive and a lot of information is needed. The union's concern is over criminal records, driving records, military leave, the participation of military out of state, and the CPAT. Ms. Bushong said she is still hoping for an application filing by mid-December, but if it pushes beyond December 15, then it will have to wait until after the holidays.

Commissioner Nakajo asked Ms. Bushong to inform the Commissioners on the outcome of those decisions.

Commissioner Conroy explained to Chief Gardner that he had questions relating to correspondence to the Commissioners from Local 798 requesting the vacancy list. Chief Gardner replied that just earlier today, he signed his first general order as acting chief for a vacancy list in January of 2009 covering the ranks 2, 20, 30-33 and 40. There will be a vacancy list in January for moves to be made in March. Chief Gardner explained that any firefighter in good standing can put in for any position that is vacant. With the appointment of 175 lieutenants, there are a lot of open positions, and a department member can put in for any position in their rank that they are qualified for.

Commissioner Conroy asked how the department is currently handling the acting lieutenants who are not being promoted permanently and having to return to H-2. Chief Gardner explained that they identified how many people were not getting promoted and then looked at the vacancy list. Anyone who was moving back to H-2 was called and asked where they wanted to go. In an effort to support the transition, all were given the option to return to any company in the city.

Commissioner Conroy had a question regarding releasing the scoring key. Chief Gardner replied that the request was denied under Civil Service rules.

Commissioner Conroy asked if the Stress Committee referred to in one of the General Orders was a new committee. Chief Gardner replied that it was not a new committee but it had not been staffed for a while. Lieutenant Ken Jones will be heading the stress unit. ADC Brendan O'Leary is working to put together this committee in conjunction with the union. The goal of the general order is to get at least one representative from each rank on the committee. Chief Gardner added that more attention is being paid to stress debriefing individuals involved in traumatic or catastrophic events.

Commissioner Lau thanked Chief Gardner for his answers.

Commissioner Evans directed a question to Ms. Bushong asking for greater detail on the criminal background checks and driving records. Ms. Bushong replied that she did not have any data with her, but explained that since 1988, the standard has always been that Human Resources checks back one year from the last day of application filing as the calculation date both driving and criminal. And, even though this has been the practice, the union is questioning this.

Ms. Bushong reported that Local 798 would like the department to survey other jurisdictions for comparison with driving and criminal record checks. Local 798 would also like information whether felony convictions in the state of California or outside constitute automatic rejection.

Commissioner Evans asked what the next steps would be. The department is working with the City Attorney's office to get answers to the union's questions on the driving and criminal records checks. Ms. Bushong answered that in the event they cannot generate a compromise with the union, Civil Service and/or the Department of Human Resources would step in to make a determination. Guidelines for the H-2 announcement came up during the consent decree and the department has no records on how the guidelines were developed. If the department moves forward with the same language, any individual has seven days from the posting to protest the job announcement.

Commissioner Nakajo had a question on CPAT being another area of negotiation. Ms. Bushong replied that the union would like to add language in the job announcement about a mentoring and training program for the CPAT. She will be going to the Dublin Training Center next week to discuss or negotiate a mentoring program with them. Since CPAT is actually outside the selection process and occurs after the eligible list, it's possible it could be removed from the job announcement.

Commissioner Makras asked for confirmation on whether an individual is checked for an original charge versus an ending charge. Ms. Bushong explained that those matters are handled by the department's investigative unit. Discussion ensued regarding an employer's attempts to obtain information relative to job responsibilities. Deputy City Attorney Katherine Porter added that in most cases background investigations have to have some connection to the job. She explained that it is complicated. Juvenile records are generally not considered because many individuals get their records expunged. There are a variety of legal mechanisms anyone can pursue to have their criminal records cleared. Ms. Porter confirmed that if an individual is arrested for a felony and eventually is convicted for a lesser charge, it would be the actual conviction that would be relevant.

Commissioner Makras asked if these matters are a policy decision the Chief of the Department or Commission could participate in. Ms. Bushong replied that it might be possible. Previous requirements have been negotiated among a variety of stakeholders. There are no requirements from either Civil Service or the Department of Human Resources.

Commissioner Makras to Commission President Lau recommended that the Commissioners calendar an item regarding minimum qualifications. Commissioner Lau agreed that input from the Commissioners is important before making final decision on the job announcement.

Commissioner Lau thanked Acting Chief Gardner, Ms. Bushong and Deputy City Porter for their information and then asked Chief Gardner to proceed with his operations report.

Chief Gardner began his operations report covering the period October 8 through November 11.

During that period of time there were four greater alarms. One firefighter sustained a minor injury on York Street.

On October 26 there was a single alarm that both he and Commissioner Nakajo and went to. There was a new lieutenant at the radio learning how to page everyone and in his exuberance he pushed the page button, so everyone was paged for a second alarm. Chief

Gardner said it was a good opportunity for Commissioner Nakajo to witness a rescue. Truck 7 put the aerial to the corner of a building and somebody from the rescue squad went up and got a man out of the window. Around the side door the other three people from the squad went up and got a woman out. The smoke was heavy and black and both people were transported to the hospital for smoke inhalation. Chief Gardner explained that these were two good saves and he has ordered the officer to write Truck 7 and Rescue 2 up for meritorious awards.

On October 13, OES 248 with a strike team leader, and five engines were deployed to San Bernardino to assist with the situation there. They worked down there for a week and returned on October 16.

The medical division had a meeting with Dr. Tharratt from the state EMSA and representatives from the City's EMSA to discuss the appeal process and to get some direction to resubmit the plan

The Multi Casualty Incident Plan is being rewritten and efforts are being made to revitalize the Metropolitan Medical Task Force and the entire MMRS (Metropolitan Medical Response System) program.

Regarding fire prevention, the H-6 exam took place on November 9. A total of 98 people signed up and 65 sat for the exam. From the 65 that took the exam, 11 are currently in acting positions. The H-4 test will be coming up on Sunday, November 16.

Halloween was much quieter this year than in the past. In the designated party areas, there were more safety officers than partygoers. Fire prevention had three teams of two inspectors traveling the city. Only two citations were given by those roving teams. Chief Gardner rode with special operations that evening and there were a minimal number of arrests. On Monday, November 10 there was an after-action meeting at City Hall. Everyone was pleased with the public safety results, and planning for Halloween next year will begin in April or May.

Captain Bill Mitchell from Plan Check spoke at the BOMA meeting regarding code requirements for high rise buildings. Chief Gardner and Battalion Chief Kevin Taylor will meet with Captain Mitchell next week about biotech hazardous materials in high rise construction. As a former fire marshal, Chief Taylor has experience with the L and the H storage placement. L refers to laboratory; H is storage for the facility and the laboratory.

The week of October 5 was Fire Prevention Week. The fire station open houses to the public were a success.

Chief Gardner attended meetings at the Division of Training for the Lieutenant's Academy and participated in the development of curriculum for technical rescue, fire-ground operations and safety. Battalion 15, now Special Operations, has done a fine job working with PG&E on fire operations at their substations and underground vaults. This transition has been a really good asset to the field. Chief Gardner recognized Battalion Chief Frank Donata for his work on the lieutenant's academy, specifically the tactical rescue portion which is a major focus for special operations.

Regarding Airport Division dispatches and activities, Chief Gardner referred the Commissioners to the comprehensive report attached to his operations report.

Commissioner Lau thanked Chief Gardner for his report.

Chief Gardner spoke briefly about the sudden passing of retired Assistant Chief Dan Barden and requested that the meeting be adjourned in his memory. He also noted that there is a long tradition of firefighting in the Barden family.

Commissioner Lau opened the floor for public comment on the chief's report and the operations report.

Richard Stacks commented on the department's hiring and promotional policies and the minimum requirements.

Floyd Rollins, Firefighter and Local 798 representative congratulated Chief Gardner on his promotion and thanked him for his presence at incidents and for taking an active interest in the daily operations of the department.

Commissioner Lau called for further public comment. No one approached.
Commissioner Lau closed general public comment.

Commissioner Lau asked for discussion among the Commissioners.

Commissioner Nakajo responded stating that the good things about going out to an incident are watching the members at work and to also to observe the incident site where residents gather and can express their gratitude to department personnel. Commissioner Nakajo thanked Larry Bradshaw for his public comment and also thanked Deputy Chief Gardner for carrying out the responsibilities of Acting Chief.

The meeting was adjourned at 7:00 PM in Memory of Retired Assistant Chief Daniel Barden.

SAN FRANCISCO FIRE COMMISSION

Fire Commission Special Meeting
Tuesday, November 25, 2008, 4:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul Conroy
Commissioner	Andrea Evans

2. H-2 Firefighter Job Announcement *[Discussion and possible action]*

Discussion regarding the draft proposed H-2 Firefighter Job Announcement, including the standards for criminal and driving history background checks set in the Announcement; and possible action to set policy or give policy direction regarding the standards for criminal and driving history background checks or take other action related to the H-2 Firefighter Job Announcement.

President Lau – *Report from the Department.*
Any questions, discussion from Commissioners?
Any public comment?
Any motion?
Commissioner _____ moves
Commissioner _____ seconds
All in favor?
Opposed?

3. ADJOURNMENT

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SAN FRANCISCO FIRE COMMISSION
FIRE COMMISSION SPECIAL MEETING
MINUTES

Thursday – November 25, 2008 – 4:00 p.m.
698 Second Street, Room 102

The meeting was called to order at 4:10 PM.

1. ROLL CALL

Commission President	George Lau	Present
Commission Vice President	Victor Makras	Present
Commissioner	Paul Conroy	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Andrea Evans	Present
Chief of Department	Joanne Hayes-White	Present
Patrick Gardner	Deputy Chief – Operations	
Gary Massetani	Deputy Chief – Administration	
Assistant Deputy Chiefs		
Pete Howes	Emergency Medical Services	
Tom Siragusa	Division of Training	
Patrick Casserly	Airport Division	
Brendan O’Leary	Homeland Security	
Staff		
Jesusa Bushong	Human Resources Director	
Captain Anthony Robinson	Investigative Services Bureau	
Dave Johnson	Principal Personnel Analyst	

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Also Present:

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Molly Stump, Deputy City Attorney, Counsel to the Commission
Gina Roccanova, Deputy City Attorney, Labor Team, Counsel to the Department
Monica Quattrin, Secretary to the Fire Commission
John Kraus, Director of Recruitment and Selection, Department of Human Resources

2. H-2 FIREFIGHTER JOB ANNOUNCEMENT

Discussion regarding the draft proposed H-2 Firefighter Job Announcement, including the standards for criminal and driving history background checks set in the Announcement; and possible action to set policy or give policy direction regarding the standards for criminal and driving history background checks or take other action related to the H-2 Firefighter Job Announcement.

Commission President George Lau thanked Deputy City Attorney Molly Stump for covering today’s meetings for Deputy City Attorney Katie Porter. He also thanked Deputy City Attorney Gina Roccanova for attending as a subject matter expert for today.

Commissioner Lau commented that at the Commission meeting on October 23, 2008, there was discussion about the H-2 firefighter job announcement and he acknowledged that the union had concern about some of the minimum requirements. The purpose of this meeting is to bring the parties together to discuss the requirements and come to a decision so that the announcement and application process could move forward.

Commissioner Lau asked Chief Joanne Hayes-White to give an update on the status of the H-2 firefighter job announcement.

Chief Hayes-White greeted the Commissioners and also acknowledged Deputy City Attorneys Gina Rocanova and Molly Stump. Along with department staff present, Chief Hayes-White introduced Mr. John Kraus, who was recently hired as the Director of Recruitment and Selection for the city's Department of Human Resources. Mr. Kraus oversees the examination process for public safety as well as other areas of the city.

Chief Hayes-White explained that there hasn't been an H-2 examination since 2001 and she believes it is in everyone's best interest to move the process forward. Local 798 had their 15-day business review to examine and comment on the language of the job announcement. Chief Hayes-White has been in a few meetings with the union and proposed modifications have been made to the October draft. Chief Hayes-White said she welcomed questions from the Commissioners after union representatives have presented their position.

Commissioner Lau called for public comment, and invited the union's representative to address the Commissioners with their concerns.

PUBLIC COMMENT

Local 798 President John Hanley greeted the Commissioners and thanked them for this opportunity to discuss the job announcement. Mr. Hanley explained that whenever the union brings a matter to the attention of the Commissioners, it is done with the best interests of the city in mind. Mr. Hanley said that the union would like all San Franciscans to have an opportunity to take the (H-2 firefighter) test. They do not want to attract criminals to the department – but they realize that some individuals will have both social and economic advantages to assist getting criminal records sealed or expunged. The union feels this is an unfair advantage.

Mr. Hanley reminded the Commissioners that Chief Hayes-White has full control of the list (the Rule of the List), and that she can choose whomever is on that list. The union's point is that they want this to be an open test for all of San Franciscans who fit the criteria.

DISCUSSION

Chief Hayes-White pointed out for clarification that the department is in the process of incorporating some changes, all of which have been discussed with Local 798. One of the changes includes a makeup timeframe for individuals in active military duty who are not available to sit for the exam.

Regarding driving records, applicants will be disqualified if they have been convicted of any of the following incidents during the period December 6, 2007 up to the date of appointment: driving under the influence, reckless driving, or hit and run with personal injury or property damage over \$25.00.

Also applicants will be disqualified if any of the following occurred following, or are in effect during the period December 6, 2007 up to the date of appointment: further probation as a result of a driving related offense, license suspension or revocation, three moving violations in 12 months or five moving violations in 24 months.

Discussion ensued on minimum qualifications and the comparison information with other neighboring counties the Commissioners received from Human Resources.

Chief Hayes-White expressed her appreciation for the comments and stated that she hoped by the conclusion of the meeting that the group could come to an acceptable resolution. Originally the job applications were going to be made available during the period November 17 through 28. Chief Hayes-White reminded the Commissioners that the 15-day review period allows only for review and comment by the union – this is in no way a bargainable item. The modified announcement now reads that the dates for pickup of the application are December 3 through December 10. Dates for delivery of the completed application to the Department of Human Resources are December 11, 12 and 13.

Chief Hayes-White added that the Department of Human Resources has the ability to act on these dates if an agreement is reached today.

Commissioner Conroy asked Chief Hayes-White some questions about background checks. Chief Hayes-White asked Captain Anthony Robinson of the Investigative Services Bureau to provide that information.

Captain Robinson greeted the Commissioners. He explained that background checks have different time frames for specific categories.

First, there is the personal history which covers a person's personal statistics -- name, age, date of birth and related data. The next category is education – applicants are asked to list all of their education, and there is no timeframe on how far back education is checked.

Military service has no time frame. The interest is time of service and current status.

The next category is experience and employment. Applicants are asked to list past employment for at least the last five years. Sometimes applicants list more things on the application thinking it will look better but it really doesn't make a difference.

Next is legal or criminal background. Candidates are asked to list all convictions. The background check is not just on the last year or even the last five years. This is the reason they are asked to list all convictions. Verification of this information is made through the Department of Justice Livescan system. Livescan will not provide selected information – all convictions, both misdemeanors and felonies, will be revealed. Of course, if a matter has been sealed or expunged, these will not show up.

Regarding DMV, applicants are required to list a record for the past five years because the report will automatically report the past five years.

Commissioner Conroy asked if both the self-disclosure information in the application and also the check that's run by the department is provided to the Chief of Department.

Captain Robinson confirmed that point and ran through the background check process step by step:

- Applicant picks up the packet that has them list all the information -- their vital statistics, their history, their background, education, and other personal data;
- ISB verifies the information received from them by calling employers;
- Verification of criminal history is provided by the Department of Justice;
- ISB creates a list of people who cleared the background and those names are then submitted to HR and to the Chief of Department.

Additionally, information regarding convictions does not provide detail for pleas of no contest or guilty.

Commissioner Conroy asked Chief Hayes-White if she has the ability to exercise discretion after looking at convictions, driving records and other data to determine whether an applicant would be appropriate as a member of the department. Chief Hayes-White said she would take all this into consideration. Also, if an applicant had a felony conviction they would be eliminated during the investigative process. Chief Hayes-White stated that if an applicant passes the background check and other information comes forward before making a selection, she would examine the entire packet from the investigative services bureau.

Commissioner Nakajo asked Captain Robinson how ISB manages thousands of applicant background investigations. Captain Robinson explained that the office sees batches of roughly 100 names at a time to start the process internally.

Discussion ensued on the manageability of the large numbers of applications and the scoring process.

Human Resources Director Jesusa Bushong explained that once the list comes out they gather EMT certificates and CPAT cards and then come up with a preliminary list of people with CPAT and EMT from day one of the eligible list. Passing the CPAT is a requirement at the time of the background investigation.

Commissioner Makras asked Chief Hayes-White to explain the department's process so that an applicant understands the transparency of how the process works when as many as a thousand people are classified as qualified.

Chief Hayes-White answered that the department intends to look at the ranked list and criteria for selection of conditional offers of appointment which include: score on the written test; certificates, coursework in Firefighter One, paramedic, EMT; fire science and fire technology, and any degrees; state fire marshal courses and/or work experience as a firefighter, paramedic, or EMT. This is spelled out in the job announcement. Ms. Bushong added that veterans' points are included as outlined in the Civil Service Rules.

Commissioner Evans had a question about her understanding that there could be no automatic disqualifications under Civil Service Rules and how does that relate to this job announcement.

Deputy City Attorney Gina Roccanova explained that there is a Civil Service policy that was promulgated in 2006, pursuant to the direction of the Board of Supervisors. That Civil Service Commission policy states that the City and County shall review and consider criminal history as allowed by law, and that the city shall evaluate the information on a case by case basis with due consideration to several factors.

It sets out those factors, including the nature and gravity of the offense, the degree to which the conviction is related to the duties of the position, the time elapsed, the age at the time of conviction, the frequency, evidence of rehabilitation, and any other mitigating circumstances.

Deputy City Attorney Roccanova agreed with Commissioner Evans that there is some dissonance between the stated policy as given by Civil Service Commission and an announcement that says that all felony convictions would be disqualifiers, so that is something that the Commission may want to look at and address.

Another factor on this is misdemeanors. The announcement says that misdemeanors -- if an applicant has been on probation for a misdemeanor in the previous year, is also a disqualifier. There may be a problem with that, in that state law prohibits the department from disqualifying individuals who have successfully completed probation for a misdemeanor and had it judicially dismissed pursuant to Penal Code 1203.4.

It may just require a little finessing of the language of the announcement; since it is not the department's intention to violate state law.

Finally there is another issue with having a blanket disqualifier on the basis of any felony, and that is the possibility of disparate impact on the basis of race or some other protected category. There have been studies that say that if you do have a blanket disqualifier like that, a disparate impact can occur. So those are factors to take into consideration.

Categorical disqualifications are fine as in the case of a sex offender. These are consistent with the law and consistent with the Civil Service Commission's policy directive. To have a blanket disqualifier on the basis of all felonies is more problematic.

Commissioner Lau announced that there would be a five minute break to distribute copies of both the original draft announcement and the proposed revised version.

Commissioner Lau reconvened the meeting at 5:15 PM. He asked Local 798 President John Hanley to look over the proposed revisions and comment.

Mr. Hanley thanked the Commissioners for their compassion, for their thorough knowledge of the department, and for spending the time to meet and discuss this issue. As far as the dates are concerned, Mr. Hanley said he wondered if some language could be written to state that (December 6, 2007) an applicant's record must be clean from that date on.

To initiate the CPAT a mentoring program should be made available to all applicants. Mr. Hanley said he couldn't emphasize enough that one must be very aggressive and proactive to get the mentoring program up and running. It should be open up to 12 hours a day -- 8:00 to 8:00 -- to train potential applicants, and also as a measure to avoid costly litigation.

Chief Hayes-White explained that the program is under development at this time. The department has the CPAT equipment which was originally housed over at Building 180 at Treasure Island. Unfortunately, that is no longer an option. It's possible that the fitness center on Oak Street could house a program to prepare for the CPAT.

Regarding the mentoring program Chief Hayes-White explained that the peer fitness trainers might be ideal for this program, and the funding is already built into the budget. The mentoring program would be limited to the pool of applicants who are ready for the background investigative process.

Discussions continued about whether it is necessary to know that date of an arrest in addition to listing convictions. Captain Robinson confirmed that arrest date does not appear in the Livescan report -- only convictions.

Commissioner Makras, through the Chair, stated that he expects the application process to be fair and equitable and hopes that only the most qualified people will be chosen. He had no objection to consideration being given to applications of family members.

Chief Hayes-White expressed her overall satisfaction with the language of the draft announcement. It has served the department well for the past 21 years. If the matter moves forward Chief Hayes-White stated that the new dates for application distribution should be from December 3-10 and that the completed application needs to be hand-delivered from December 11-13.

Mr. Hanley expressed his agreement with the proposed modifications to the announcement.

Commissioner Lau expressed his satisfaction with the discussions from the past two hours and called for a motion.

Commissioner Makras moved to adopt the draft announcement with a date of December 13, 2007 as the operative date with wording to be supplied by Human Resources staff. Further discussion ensued concerning conviction date versus offense date and the automatic disqualifier language in the announcement.

Commissioner Conroy asked if there is a conflict with Civil Service policy in the language stating that a felony conviction is an automatic disqualifier. Deputy City Attorney Roecanova explained that the language does not comport with the Civil Service Commission memorandum dated January 27, 2006 which states that convictions should be considered on a case by case basis with regard to certain factors. This policy is not an ordinance or Civil Service Rule.

Commissioner Conroy expressed his belief that unlike other City departments, the Fire Department is a public safety department with members having to go into people's homes and holding a position of trust with members of the public. He therefore believed that it would be reasonable to maintain the language of the announcement providing for an automatic disqualifier.

Commissioner Lau asked if the original motion would stay, subject to change in the language under driving record, changing the language to date of offense as opposed to the date of conviction.

Commissioner Conroy seconded the motion as amended.

There were four ayes and one nay by Commissioner Evans and the motion was carried.

Commissioner Lau asked when the announcement would appear on the department's website. Ms. Bushong said the announcement would be posted tomorrow (Wednesday, November 26, 2008) once final revisions are made.

The meeting adjourned at 6:05 PM.

SAN FRANCISCO



FIRE COMMISSION

Notice of Public Hearing for Amended Fire Department
Rules & Regulations

November 14, 2008

NOTICE OF PUBLIC HEARING

AT ITS REGULAR MEETING ON NOVEMBER 25, 2008, THE FIRE COMMISSION WILL CONSIDER FOR POSSIBLE ADOPTION PROPOSED REVISIONS OF THE FIRE DEPARTMENT'S RULES AND REGULATIONS, ARTICLES 39 AND 40. THE FIRE COMMISSION DISCUSSED THE PROPOSED ARTICLES 39 AND 40 AT ITS REGULAR MEETING ON OCTOBER 23, 2008.

Proposed Articles 39 and 40 are available for public inspection and copying at the Fire Commission Office, 698 Second Street, Room 220, San Francisco, during normal office hours.

Monica L. Quattrin
Commission Secretary

11-14-08P01:10 RCVD

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SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting

Tuesday, November 25, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President George Lau
Vice President Victor Makras
Commissioner Stephen A. Nakajo
Commissioner Paul A. Conroy
Commissioner Andrea Evans

Chief of Department Joanne Hayes-White

11-21-08A10 53 RCV

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes from the Regular Meeting of November 13, 2008, and the minutes of the Special Meetings of November 10, 2008, November 13, 2008 at 4:00 p.m., and November 13, 2008 at 5:45 p.m.

4. COMMUNICATIONS

(November 17, 2008 through November 20, 2008)

Communications Addressed Directly to the Commission:

1. From Concerned Members of the SFFD to the Commission dated November 17, 2008
2. From Terry Martin to the Commission dated November 17, 2008

Commendations and Letters of Recognition

1. From U.S. Coast Guard Captain P.M. Gugg to Chief Joanne Hayes-White dated October 17, 2008, acknowledging the marine units for their assistance throughout Fleet Week.

5. APPROVAL OF CONTRACT

Discussion and possible action to approve a contract with the UC Regents in the amount of \$1.25 million for EMS Medical Director services for the Fire Department and the Department of Emergency Management. The duration of the contract is three years, from January 1, 2008 to December 31, 2011.

6. FIRE DEPARTMENT RULES AND REGULATIONS

Discussion and possible action to approve proposed revision of the Fire Department's Rules and Regulations, Article 39, General Rules, and Article 40, Discipline.

7. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the Department.

9. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is www.sfgov.org/fire_comm/. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Information on Disability Access

The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving the Commission's meeting location and Office are the 15 Third, 42 Downtown Loop, and N Judah (Second and King Streets stop). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at least two business days before the meeting at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Fire Commission meetings. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

Documents for Public Inspection

Documents referred to in this agenda, if not otherwise exempt from disclosure, are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials, if not otherwise exempt from disclosure, are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours.

Know Your Rights Under The Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.

Fire Commission

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November 25, 2008

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SAN FRANCISCO FIRE COMMISSION
**FIRE COMMISSION REGULAR MEETING
MINUTES**

Thursday – November 25, 2008 – 6:00 p.m.

698 Second Street, Room 102

The meeting was called to order at 6:10 PM.

1. ROLL CALL

Commission President	George Lau	Present
Commission Vice President	Victor Makras	Present
Commissioner	Paul Conroy	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Andrea Evans	Present

Chief of Department	Joanne Hayes-White	Present
Patrick Gardner	Deputy Chief – Operations	
Gary Massetani	Deputy Chief – Administration	

Assistant Deputy Chiefs

Pete Howes	Emergency Medical Services
Tom Siragusa	Division of Training
Patrick Casserly	Airport Division
Brendan O'Leary	Homeland Security

Assistant Chiefs

Art Kenney

Division 2

Aaron Stevenson

Division 3

Staff

Jesusa Bushong

Human Resources

Sebastian Wong

EMS Section Chief

2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes of the Regular Meeting of November 13, 2008, and the minutes of the Special Meetings of November 10, 2008, November 13, 2008 at 4:00 p.m., and November 13, 2008 at 5:45 p.m.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment and asked for a motion to approve the four sets of minutes.

Commissioner Conroy reminded Commissioner Lau that he was not present at the two Special Meetings on November 13, 2008

and would not be voting to approve those minutes.

Commissioner Makras moved to approve the four sets of minutes. Commissioner Nakajo seconded the motion. There were four ayes and one abstention for the minutes of the Special Meeting on November 10, 2008 and the Regular Meeting on November 13, 2008, and they were approved as submitted. The minutes of the Special Meetings of November 13, 2008 at 4:00 p.m. and 5:45 p.m. were unanimously approved as submitted.

4. COMMUNICATIONS

(November 17, 2008 through November 20, 2008)

Communications Addressed Directly to the Commission:

1. From Concerned Members of the SFFD to the Commission dated November 17, 2008
2. From Terry Martin to the Commission dated November 17, 2008

Commendation and Letters of Recognition

1. From U.S. Coast Guard Captain P.M. Gugg to Chief Joanne Hayes-White dated October 17, 2008, acknowledging the marine units for their assistance throughout Fleet Week.

Commissioner Lau called for public comment. One member of the public approached.

Richard Stacks questioned the lack of description on the communications received by the commission, and the necessity of having public comment on communications at all. He also asked if copies of the communications could be attached to the agenda. Commissioner Lau replied that legal counsel recommended amending the reporting because it sometimes

failed to correctly reflect the content of the communication. Deputy City Attorney Molly Stump confirmed that there is no legal requirement to have public comment on the communications item. Public comment is included at the discretion of the Commission, but if it is on the agenda, public comment must be heard. Copies of the communications are, by law, available in the Commission office. They can be made available by some other manner at the discretion of the Commission.

Commissioner Conroy through Commissioner Lau had a comment about a particular item of correspondence – the email that was sent to the commission concerning H-3 Level Ones. He asked if Chief Hayes-White could explain the frustration expressed in the e-mail that H-3 Level Ones are being kept at H-3 Level One and aren't given the opportunity to become a paramedic firefighter.

Chief Hayes-White replied that all of them are more than able to participate in the H-2 exam. It would serve as their entry point to become a cross-trained firefighter paramedic. They could also ascend the H-3 ladder to become an H-3 Level Two, which is a single-function paramedic.

Only the H-3 Level Twos can participate in cross-training, provided they pass the CPAT, to be at the H-3 Level Three. An H-3 Level One, as it was designed, is an EMT. Many of them do intend to participate in the H-2 process, and certainly experience working as an EMT or a paramedic would be one of the stated pieces of criteria looked at. Once the department deems a need for additionally cross-trained firefighter paramedics they first assess staffing needs and then work through their promotions. The department would then offer a firefighting academy for applicants who have passed the CPAT.

Commissioner Conroy had one last question concerning the H-2 who is also an EMT and wants to become a firefighter paramedic. Chief Hayes-White explained that the department does not offer an in-house paramedic training program, but once they become licensed through an outside paramedic program, and based on staffing needs, they would consider placing them as a fully cross-trained firefighter paramedic, which is an H-3 Level Three.

5. APPROVAL OF CONTRACT

Discussion and possible action to approve a contract with the UC Regents in the amount of \$1.25 million for EMS Medical Director services for the Fire Department and the Department of Emergency Management. The duration of the contract is three years, from January 1, 2008 to December 31, 2011.

Commissioner Lau announced that this item was not ready for discussion and/or approval and will be continued to the next meeting.

6. FIRE DEPARTMENT RULES AND REGULATIONS

Discussion and possible action to approve proposed revision of the Fire Department's Rules and Regulations, Article 39, General Rules, and Article 40, Discipline.

Commissioner Lau reminded everyone that this item was continued from the Regular Meeting on October 23, 2008. He asked Chief Hayes-White to provide more background.

Commissioner Makras through the Commissioner Lau asked if this item could be continued. Commissioner Makras explained that what might be helpful in the future is to see a redlined

version so all changes would be easier to identify. Chief Hayes-White replied that she would try to provide such a document

Commissioner Lau asked for a motion to continue the discussion on revised Fire Department Rules and Regulations, Articles 39 and 40. Commissioner Conroy moved to continue the item. Commissioner Makras seconded, and the motion was unanimously approved.

Chief Hayes-White mentioned to the Commissioners that they might want to review the minutes from the meeting on October 23, where discussion on the proposed revisions was thoroughly captured.

5. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the Department.

Commissioner Lau announced he would wait to hear public comment until after the reports.

Chief Hayes-White first greeted the Commissioners and thanked them for supporting her travel to Israel. The agenda was a full schedule of interaction and discussion about homeland security

issues with the military, the police force, the fire service, as well as their emergency medical service which is separate from their fire service. It was informative and worth the travel.

Chief Hayes-White acknowledged both deputies, in particular Deputy Chief Gardner who filled in for her while she was out of the country. Fortunately it was uneventful during her absence.

Chief Hayes-White added that on December 10, she will be taking an overnight trip to Dallas to attend the FEMA Committee meeting for the National Advisory Council she sits on. Chief Hayes-White explained that she plans to be back for the Commission meeting on December 11. In the event she is delayed, one of the deputies will sit in for her.

Chief Hayes-White explained that Chief Massetani will go into greater detail about the budget. She explained that they are in constant communication with the Mayor's office and the department has been asked to reduce an additional \$3.6 million midyear. She added that there will be a large amount of layoffs throughout the city. Like many cities throughout the country, San Francisco is facing difficult economic choices. In order to maintain the level of services, the department has to be vigilant about how every dollar is spent. She promised to keep the Commissioners up to date on this.

Chief Hayes-White announced that chief financial officer, Julia Dawson will be leaving the department tomorrow for a position at the airport. As the budget season approaches the department will be without a chief financial officer but there is a plan in place. Mark Corso in the Finance department and a few others will assist Chief Massetani to prepare the 2009-2010 budget and to be responsive to the mayor's budget office

request for the midyear cuts.

Chief Massetani will also report on different strategies that we are considering related to providing service into the Presidio.

Chief Hayes-White reported that prior to this meeting there were lengthy discussions about the H-2 policy and announcement. She happily reported that it will be moving forward. Barring anything unforeseen there will be an application period from December 3 through December 10 which will be posted online. Applications should be completed and hand delivered to headquarters at 698 Second Street between Thursday, December 11, Friday, December 12 and Saturday, December 13. The plan is to administer an exam in the springtime; probably in the April timeframe.

Chief Hayes-White gave updates on other promotional examination schedules.

The H-4 Inspector process is complete. Initially approximately 20 vacancies were anticipated. A total of 73 members sat for that exam, and she anticipates an eligible list coming out in January.

Related to the H-6 Investigator position, the first portion of that exam was administered earlier this month. 65 members sat for that exam and the second portion will be administered in mid-January. The hope is to have an eligible list by March of next year to fill approximately 10 vacancies.

Chief Hayes-White reported on the H-20 Lieutenant course. While the conditional selection of 175 new lieutenants is good for the department, it also presents challenges for training and

placement of those individuals. The goal is overall support for these new officers, and a very comprehensive curriculum is being developed to deliver to all 175 members. The plan is to roll the course out over a period of approximately five weeks. Every week will repeat five days of the same course so everyone can make the time to attend. Members will be detailed to the course on duty, so it's projected that each person will be in class one day per week. Chief Hayes-White invited the Commissioners to attend at any time. She and the deputies will be attending the first week.

At the end of the five weeks there will be a makeup period. On each day that week sessions one through five will be offered. The goal is to make sure new officers have the tools they need to be successful in their new roles since this is one of the largest jumps into a first entry-level management position. Making the transition from firefighter to officer is a big step, and the intent is to give as much support as possible to those members that were recently promoted. Chief Hayes-White offered to provide the Commissioners with the curriculum, an overview of the day's schedule and subject matter, both operational and administrative.

Chief Hayes-White acknowledged Chief Tom Siragusa and his staff for organizing and developing the course. In addition, field officers and command staff with different areas of expertise will be delivering the curriculum.

Chief Hayes-White reminded the Commissioners about some upcoming events.

The promotional ceremony acknowledging those members that were promoted to the ranks of Captain, Battalion Chief,

Assistant Deputy Chief, and Deputy Chief Gardner will take place on Tuesday, December 16 at 5:00 p.m. at Riordan High School. Chief Hayes-White encouraged the Commissioners to attend and invited them to sit on stage.

Chief Hayes-White would like to acknowledge volunteers in the department who visit both public and private schools on their own time to deliver information and materials for children in grades K-5. The Program is called SFFISE (San Francisco Firefighters in Safety Education). Approximately 96 volunteers reach out to the community through school visits. The materials distributed are prepared in a few different languages so the children can share information on first aid and emergency preparedness at home with other family members. Chief Hayes-White would like to thank these volunteers at the January Regular Commission meetings.

A meritorious ceremony is being planned for members that have gone above and beyond the call of duty. A committee has submitted a number of candidates for consideration of meritorious awards grouping them into several classes -- A, B & C, letters of commendation and unit citations. There has not been a meritorious ceremony since 2004 so there are a large number of individuals who will be receiving awards. The hope is to do this before the second regular Commission meeting in February.

Commissioner Lau asked Chief Hayes-White to give an update on the strike team Chief Hayes-White replied that an OES rig was initially sent to Santa Barbara on Friday, November 14, and then redeployed further south. The following Saturday a strike team of five engines, 20 individuals, a strike team leader, and an assistant were deployed. They returned late in the night the

following Thursday. Chief Hayes-White mentioned that she received a number of emails in appreciation as well as from people who were quite surprised to see the San Francisco Fire Department driving on the freeway in the Los Angeles area.

Chief Hayes-White remarked that the State of California has a very well-run and sophisticated mutual aid system and she is proud that the San Francisco Fire Department has stepped up every time it gets a call to assist fellow colleagues down in the southern California area. Chief Hayes-White acknowledged Deputy Chief Gardner and Chief Siragusa for overseeing this operation.

Chief Hayes-White is in the process of preparing a letter to share with the Commissioners in the not too distant future related to the State's decision to challenge the EMS exclusive operating agreement. Chief Hayes-White along with Chief Pete Howes and the Deputy Chiefs have been involved in meetings with other stakeholders.

Commissioner Lau thanked Chief Hayes-White for her report and asked Deputy Chief Gary Massetani for his Administrative Report.

Chief Massetani greeted the Commissioners and reported on the following topics.

With reference to the strike team deployments, Chief Massetani mentioned that in a meeting last week at City Hall, the discussion of overtime came up. Strike team deployment spiked the first three months of the budget year offsetting original overtime projections. The department is on budget but will be asked to cut \$3.59 million as a midyear target reduction. So far

approximately \$1.2 to \$1.3 million of savings have been identified that will not impact services on the street. The cuts will impact training and Bureau of Fire Prevention. Also no vacancies will be filled this year.

Chief Massetani explained that the difficulty with proposed midyear reductions is timing -- the impact won't be realized until the last two or three months of this fiscal year and into fiscal year 2009-2010. Another \$200 million shortfall is projected for next year.

As Chief-Hayes-White also mentioned, Julia Dawson, the department's chief financial officer for the last four years, has accepted a position at the airport. A budget team reporting to Chief Massetani has been formed with budget analyst Mark Corso, Lt. Bill Storti from staffing and Jesus Mora, MIS supervisor. Chief Massetani is hoping to present budget information to the Commissioners by the end of January or early February.

Chief Massetani presented the Commissioners with their own copies of "Company Officer Field Reference Guide, November 2008" for their reading. This guide will be delivered to all participants in the H-20 lieutenants' course to be used as a quick point of reference and also for them to collect their own useful material. Chief Massetani also gave each Commissioner a new reflective vest, a federally mandated garment for any emergency responder or worker in the streets, on bridges and highways or any thoroughfare. Chief Siragusa explained that the vests are under federal mandate effective November 24, 2008, and are not to be used in preparation for, or while engaged in any firefighting activity.

Chief Massetani moved on to support services to report that there has been one complete boiler replacement and another one at Station 16 scheduled for completion in mid-December. During this reporting period the Bureau of Water Supply - AWSS maintained and repaired 115 low-pressure hydrants and six high-pressure hydrants. The graffiti problem has improved over the past few months moving downward from about 150 hydrants to about 115, and most recently only 52. Chief Massetani is hoping the numbers will continue to decline.

The Bureau of Equipment responded to 129 calls from field units for maintenance, tools, apparatus, and equipment and experienced over 101 runs for mechanical breakdowns over the last month and a half.

Advantage Fitness Products won the bid for the \$1.3 million grant for the health and wellness program. The equipment is expected within 60 to 90 days and then will be distributed to the firehouses.

From Health and Wellness, on October 17, 23 members attended a three-day class funded by the department and conducted by the International Association of Firefighters. Those who attended were certified as trainers for the new peer fitness program underway.

From the physician's office for the month of October there were 39 work-related injuries and illnesses. 29 of those were lost time. This month was particularly high, reporting 14 back, five shoulder and five knee strains. Chief Massetani is hopeful that the peer fitness trainers will be able to provide instruction on how to properly lift and exercise to prevent some of these injuries.

From the medical leave supervisor, which tracks disability, this time last year there were approximately 45 members on disability; this month there are 44.

In the drug and alcohol testing program with ISB -- 20 members tested over the last three weeks. Since the post-accident drug and alcohol policy was implemented, all have tested negative. This past month there were four accidents and four negative tests.

Regarding the Presidio fire service, contact has been made with Citygate, the consultant company. They are interested in receiving a service for contract agreement from the department and work is being done to break down costs in order to enter into discussions with them. Since the fire service has responsibilities in the Marin Headlands, they will most likely have discussions with other departments. The interest for the department is to be involved with the EMS and fire service on the Presidio side. There are also staffing issues at the Presidio since the overall contract between the National Park Service and the Presidio Trust will expire in September 2009. Firefighters who anticipate losing their jobs will be searching elsewhere.

Department Administration is working with the capital improvement group committee in City Hall regarding a November 2009 general obligation bond to improve services for AWSS, for maintenance, and for the fireboat facility. Phase Two would include the Mission Bay facility -- a combined service with the police and fire departments. The city is also looking at moving the police administration at 850 Bryant Street to this project site. A larger project to include the jail and courts will be

ongoing for the next five to ten years.

One other area of the general bond is facility capital improvements for the department. There has been a shortfall of capital improvement money and approximately \$35 million is needed to make needed improvements. The department's share of the \$580 million bond will amount to \$170 million.

An initial survey was conducted to identify what portions of the bond voters would potentially support. For the department, particularly the AWSS system, support was recorded in the 80 percent range; for the facilities improvement it was roughly 65 percent. The plan might be to package a public safety bond. Chief Massetani assured the Commissioners that he would be monitoring the situation closely. Prop C, the last bond measure for seismic upgrades in stations occurred in 1992. After 2009 the department will be looking at a fire protection bond for 2014 or 2015

Chief Massetani announced that a grant application for a single driving simulator worth approximately \$300,000 looks promising. Matching funds are needed for \$74,000. This great teaching product is multifaceted, simulating being in the engine itself, as a truck with a tiller in place, as an ambulance, or a command vehicle. It is a very good investment for the Fire Department.

Chief Massetani concluded his report inviting for questions or comments from the Commissioners.

There were no questions for the Commissioners. Commissioner Lau called for public comment on the reports from Chief Hayes-White and Deputy Chief Massetani. No one approached.

Commissioner Lau closed public comment.

Commissioner Nakajo through Commissioner Lau asked to make a comment. He thanked Chief Hayes-White for the time she spent in the previous meeting regarding the H-2 announcement and also expressed his appreciation for the working cooperation of the command force. Commissioner Nakajo wished everyone a Happy Thanksgiving.

Chief Hayes-White thanked the Commissioners for their ongoing interest and for calling a special meeting to make sure that the process is something all parties are satisfied with. She thanked Deputy City Attorney Molly Stump for sitting in for Deputy City Katie Porter and wished everyone a Happy Thanksgiving.

Commissioner Conroy through Commissioner Lau thanked President Lau for his great efforts, his organization and for keeping the Commissioners focused, particularly during the 4:00 meeting.

Commissioner Evans through Commissioner Lau thanked Deputy Chief Gardner for organizing her ride along this past Saturday at Station 7. She had a wonderful time and looks forward to going again.

Commissioner Lau wished everyone a Happy Thanksgiving and adjourned the meeting at 7:00 PM

SAN FRANCISCO FIRE COMMISSION



Fire Commission Regular Meeting

Thursday, December 11, 2008, 6:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

AGENDA

Item No.

1. ROLL CALL

President	George Lau
Vice President	Victor Makras
Commissioner	Stephen A. Nakajo
Commissioner	Paul A. Conroy
Commissioner	Andrea Evans
Chief of Department	Joanne Hayes-White

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2. PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes from the Regular Meeting of November 25, 2008, and the minutes of the Special Meeting of November 25, 2008 at 4:00 p.m.

4. COMMUNICATIONS

(November 15, 2008 through December 3, 2008)

Communications Addressed Directly to the Commission:

1. From Debra Tanis to the Commission, dated November 15, 2008
2. From Steven J. Ager to the Commission, dated November 16, 2008
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Commendation and Letters of Recognition

1. From Pat Kerschen, Incident Command Team 10 of the California Department of Forestry and Fire Protection, to Chief Joanne Hayes-White, thanking the Department for responding as part of Strike Team OES 2802A.

5. APPROVAL OF CONTRACT

Discussion and possible action to approve a contract with the UC Regents in the amount of \$1.25 million for EMS Medical Director services for the Fire Department and the Department of Emergency Management. The duration of the contract is three years, from January 1, 2008 to December 31, 2011.

6. FIRE DEPARTMENT RULES AND REGULATIONS

Discussion and possible action to approve proposed revision of the Fire Department's Rules and Regulations, Article 39, General Rules, and Article 40, Discipline.

7. RESOLUTION REGARDING SUBMISSIONS AND REPORTS TO THE COMMISSION

Discussion and possible action to approve resolution establishing required submissions and reports to the Commission, and scheduling recurring reports and actions.

8. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications.

9. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission meets regularly on the 2nd and 4th Thursday of each month at Fire Department Headquarters, Room 102, 698 Second Street, San Francisco. The Commission does not meet the week after Thanksgiving or between December 24th and December 31st.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is www.sfgov.org/fire_comm/. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Information on Disability Access

The Fire Commission meeting room is wheelchair accessible. The closest accessible MUNI lines serving the Commission's meeting location and Office are the 15 Third, 42 Downtown Loop, and N Judah (Second and King Streets stop). Additional lines serving this location are the 30 Stockton and 45 Union. For more information about MUNI accessible services, call (415) 923-6142.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at least two business days before the meeting at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Fire Commission meetings. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

Documents for Public Inspection

Documents referred to in this agenda, if not otherwise exempt from disclosure, are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials, if not otherwise exempt from disclosure, are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours.

Know Your Rights Under The Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.

SAN FRANCISCO FIRE COMMISSION
**FIRE COMMISSION REGULAR MEETING
MINUTES**

Thursday – December 11, 2008 – 6:00 p.m.
698 Second Street, Room 102

The meeting was called to order at 6:10 PM.

1. ROLL CALL

Commission President	George Lau	Present
Commission Vice President	Victor Makras	Present
Commissioner	Paul Conroy	Present
Commissioner	Stephen Nakajo	Excused
Commissioner	Andrea Evans	Present

Chief of Department	Joanne Hayes-White	Present
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Patrick Gardner	Deputy Chief – Operations	
Gary Massetani	Deputy Chief – Administration	

Assistant Deputy Chiefs		
Pete Howes	Emergency Medical Services	
Tom Siragusa	Division of Training	
Michael Thompson	Support Services	

Assistant Chiefs		
Jim Barden	Division 2	
Aaron Stevenson	Division 3	

Staff		
Karl Sporer	EMS Medical Director	
Jesusa Bushong	Human Resources	
Sebastian Wong	EMS Section Chief	

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2. PUBLIC COMMENT

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Commissioner Lau called for public comment. 13 people approached for speak in support of Payroll Clerk Sheila Reid: Larry Bradshaw, Dave Floersch, Terry Hogue, Perry Saxton, (unidentified), Lorrie Beth, Jean Duncan, Frank Martinez, Jonathan Meade, Linda Rey, Eunice Booker, Karen Bishop, Danette Reid. Richard Stacks made public comment on current budget issues.

Commissioner Lau asked for comments from the Commissioners. There being none, Commissioner Lau closed public comment.

3. APPROVAL OF THE MINUTES

Discussion and possible action to approve the minutes from the Regular Meeting of November 25, 2008, and the minutes of the Special Meeting of November 25, 2008 at 4:00 p.m.

Commissioner Lau called for public comment. No one approached. Commissioner Lau closed public comment and asked for a motion to approve the minutes from both meetings.

Commissioner Conroy moved to postpone approval of the minutes of the November 25, 2008 Special Meeting until the first meeting in January, so the minutes could be revised. Commissioner Makras seconded, and the motion was unanimously approved. Commissioner Lau asked for a motion to approve the minutes of the Regular Meeting of November 25, 2008. Chief Hayes-White noted a few minor corrections to be made. Commissioner Makras moved to approve the minutes of the Regular Meeting on November 25, 2008 with corrections. Commissioner Conroy seconded and the motion was unanimously approved.

4. COMMUNICATIONS

(November 15, 2008 through December 3, 2008)

Communications Addressed Directly to the Commission:

1. From Debra Tanis to the Commission, dated November 15, 2008
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Commendation and Letters of Recognition

1. From Pat Kerschen, Incident Command Team 10 of the California Department of Forestry and Fire Protection, to Chief Joanne Hayes-White, thanking the Department for responding as part of Strike Team OES 2802A.

Commission President made the following comment regarding the large group that came to the meeting in support of Sheila Reid.

Commissioner Lau explained that the commission has received many letters about the department's decision to release an employee in the payroll division from probation. From what he heard in public comment, he understands the interest and the views held by certain department employees about this decision and action, and wanted to acknowledge those letters and the opinions expressed.

Commissioner Lau stated that he believes it is not appropriate for the Commission to get involved in an individual employee personnel action such as the one described in the communications. The commission must be mindful of its role and be careful not to administratively interfere in the day to day operations of the department, including this type of personnel decision. The more appropriate recourse for the employee and her union would be through the Civil Service.

Commissioner Lau called for public comment. No one approached. Commissioner Lau asked for comments from the Commissioners. There being none, Commissioner Lau closed public comment.

5. APPROVAL OF CONTRACT

Discussion and possible action to approve a contract with the UC Regents in the amount of \$1.25 million for EMS Medical Director services for the Fire Department and the Department of Emergency Management. The duration of the contract is three years, from January 1, 2009 to December 31, 2011.

Deputy Chief Gary Massetani came forward to present the contract and answer questions from the Commissioners.

Chief Massetani explained that the contract is the same as previous years. The contract is for an in-house medical director for the EMS division as well as a medical director for the division of Emergency Communications. The reason both contracts are tied together is that the department recoups the costs from DEC

Commissioner Conroy asked if the cost is comparable to the previous contract and if the cost was an amount not to be exceeded. Chief Massetani did not have the figure for the last contract but replied that this contract is a not-to-exceed based upon the salaries of Dr. Sporer and Dr. Yee, including COLA increases. The department is in contract with the UC Regents but receives a share of the funds from Division of Emergency Communications for the services they provide.

Commissioner Lau asked if the contract period was for three years. Chief Massetani confirmed that the contract period is three years from January 1, 2009 through December 31, 2011.

Commissioner Makras asked if the university realized a profit for administrative overhead. Chief Massetani asked EMS Director, Dr. Karl Sporer to address that question. Dr. Sporer replied that this is an at-cost contract for 8 percent of his time with no profit margin that he knew of.

Deputy City Attorney Katie Porter added that she examined the contract and noted that Appendix B clearly shows the calculation of charges and hourly rates for physician services which are very reasonable.

Chief Massetani also noted that another great benefit included in the coverage is the pool of doctors that can assist should either Dr. Sporer or Dr. Yee not be available.

Commissioner Makras asked whether the insurance referred to in the contract was liability insurance or professional malpractice and, did the City make it's request, regarding the coverage.

Deputy City Attorney Katie Porter explained that she didn't work on the original contract. The language carries over from the original version and she wasn't sure what the rationale was. She assumed that in part it was because UC Regents as a public entity are almost certainly self-insured.

The city boilerplate for a professional services type of contract usually has enumerated and set liability policies and amounts. For that to be modified, it would have had to go through the city's Risk Manager for her approval. Deputy City Attorney Katie Porter stated that it was her understanding that the Risk Manager had approved it in the initial round and that she either just approved it or is being asked to approve the language for this particular contract again. The authority and responsibility for insurance issues ultimately rests with the Risk Manager.

Commissioner Makras stated that a good contract should specify liability on the part of both parties, as well as the amount of coverage for both clarity and mutual understanding. Without knowing the limits of coverage, the City could be asked to share responsibility for a claim. He emphasized that this is not in the best interests of the City. Considering the contract is with the Regents, Commissioner Makras stated his willingness to support acceptance.

Commissioner Lau called for public comment on this item. Richard Stacks approached and asked Commissioner Lau if he could ask the Commission Secretary to distribute a handout to the Commissioners. The handout consisted of pages of the department's operating budget for years 2006 and 2008 to exhibit the cost increases for medical director services over the past several years.

Commissioner Lau thanked Mr. Stacks for the information and clarified that the current contract covers two full time physicians, whereas the previous years provided for one .25 and one .75 positions.

Chief Massetani added that the contract can be cancelled at any time with the proper 30-day written notice.

Chief Hayes-White reminded the Commissioners that the position of medical director came with the merger of the Paramedic Division with the Department in 1997. This is a mandate by the emergency medical services agency, but it is looked at as the provision of the whole package, including the employees that do the work on the streets every day as well as the proper clinical oversight performed by a medical director.

Commissioner Lau thanked everyone for their remarks and closed public comment. He called for a motion to accept the contract. Commissioner Makras moved to accept the contract. Commissioner Conroy seconded, but first made a comment recapping the option to terminate for a convenience covered in paragraph 21. Commissioner Conroy also expressed his appreciation to Mr. Stacks for his contribution to public comment.

Commissioner Lau called for a vote and acceptance of the contract was unanimously approved.

6. FIRE DEPARTMENT RULES AND REGULATIONS

Discussion and possible action to approve proposed revision of the Fire Department's Rules and Regulations, Article 39, General Rules, and Article 40, Discipline.

Commissioner Lau reminded everyone that this item was continued from the Regular Meeting on November 25, 2008. He asked Chief Hayes-White to provide more background.

Chief Hayes-White explained that at the meeting on October 23, the proposed revised Articles 39 and 40 were introduced with no urgent time line for adoption. With the Lieutenants' Academy nearing, she expressed hope that the proposed rules would be adopted so they could be introduced to the new lieutenants.

Chief Hayes-White acknowledged Deputy City Attorney Katie Porter for her work in getting these updates ready. Chief Hayes-White reminded the Commissioners that the department had the required Meet and Confer with Local 798, and the final proposal is before them.

Chief Hayes-White stated that many of the rules have been updated to be more consistent with the department's Drug and Alcohol policy. Most of the changes in Article 40 have been updated to match with the Commission's policies regarding disciplinary hearings. Chief Hayes-White also mentioned that regarding disciplinary procedures, the Articles have been revised and updated with respect to the Firefighters Bill of Rights.

Commissioner Lau called for public comment on this item. Mr. Richard Stacks approached to express his concern about the enforcement of sanctions.

Commissioner Lau thanked Mr. Stacks for his ideas and asked if there were any comments from the Commissioners.

Commissioner Conroy referenced Article 3908 and made the recommendation that the word "and" be inserted between subheadings (1) and (2) to clarify that both apply, not either/or.

Deputy City Attorney Katie Porter explained that she made the two divisions to show the two elements in the sentence. One is the conduct and the next is the motive.

Commissioner Conroy remarked that the revisions to Article 3908 are a great improvement. They are phrased clearly and examples are provided for further clarification. He added that it is a very good interpretation of what is expected of department members.

Regarding article 3928, Commissioner Conroy recommended that the language should define Unauthorized Leave of Absence.

Regarding article 3938, Commissioner Conroy asked if the use of department telephones included cell phones. Chief Hayes-White replied that the language was intended for monitoring use on land lines, but the department is looking at inserting another article to address cell phone use or other related technology.

Deputy City Attorney Katie Porter noted that Article 3938 as it is written, could in fact address cell phone or other system use. Although there is an exception for minimal personal use, the general rule is that employees are to use city resources exclusively for

city business. She said it is better to establish a clear rule so that the employee can produce a de minimis exception as a mitigating circumstance.

Regarding Article 3952 – Performance and Fitness, Commissioner Conroy asked where members are expected to access the minimum standards.

Chief Hayes-White responded that this would be found in the procedure guide. Minimum performance standards are dictated in drill schedules. There are various drills with stated guidelines. Typically before anyone is asked to perform, they are well aware of the standard.

Chief Hayes-White thanked Commissioner Conroy for his suggestions and said she would make those changes to Articles 3908 – Prohibition on Strikes, and Article 3928 – Unauthorized Leaves of Absence.

Commissioner Evans asked a question about Article 3904 and asked if members are required to disclose other employment they might have.

Deputy City Attorney Katie Porter explained that there is a process under the Civil Service rules for secondary employment for notification and approval. The main purpose is to prevent potential conflict of interest or to identify other means of secondary employment that might be prohibited under the Statement of Incompatible Activities or city law.

Chief Hayes-White confirmed that is the rule, but throughout her experience members have not strictly adhered to the disclosure process.

Commissioner Evans had another question regarding Article 3910, for example, if a uniformed member is asked to be interviewed, are they allowed to identify themselves as a firefighter.

Chief Hayes White replied that a member cannot identify themselves as a San Francisco Firefighter, even if they are not representing the department. Deputy City Attorney Katie Porter explained that under the rights of free speech, they could identify themselves as a member of the department, but can only express their personal views on whatever the subject may be. They cannot represent themselves as speaking for the department without appropriate authorization.

Commissioner Evans suggested that a bit more clarification might be helpful as to what members are actually allowed to say.

Commissioner Evans also noted that regarding Article 3912, Alcohol and Drugs, there doesn't appear to be an exception for medical treatment in the proposed version. Deputy City Attorney Katie Porter explained that this is basically a summary of the main points of the drug and alcohol policy. There is an exception in the drug and alcohol policy for employees who have a medical condition and are taking either prescriptions or some over the counter medication, and another whole process for dealing with over the counter and prescription drugs in the general policy.

Commissioner Evans thanked Deputy City Attorney Katie Porter for the explanation.

Commissioner Makras asked to make comments on two items. The first, Article 3905 – Unfamiliarity with the Rules. Commissioner Makras suggested removing the first two letters in the title to present a positive statement that better describes the rule and also makes the title consistent with its objective.

Commissioner Makras stated his support for the document since it has been updated and reads clearly. Regarding the drug and alcohol policy, Commissioner Makras voiced his objection to the 24/7 watch. He stated that when people are off duty, they should be able to do whatever they want in the privacy of their homes.

Regarding the personal identity issue Commissioner Makras suggested that having a rule that stated no firefighter or paramedic or any member of the department should shield their true identity when asked, then if the reporter or newscaster approached, the appropriate thing to say would be, "I'm a member of the San Francisco Fire Department, but we have a communications office and a chief's office, and that's where you should go with your inquiry." If you cannot shield yourself from your true identity, it turns into a positive incident.

Commissioners Lau and Conroy stated that there is such a rule. Commissioner Makras agreed but added that he didn't think it implied 24/7 enforcement.

Deputy City Attorney Katie Porter clarified the point stating that the rule is an attempt to set bars on conduct that employees should not engage in. The department has tried to be clear that it is wrong to hold oneself out as representing the department or the department's position without prior approval from the Chief. It is implied that as long as a member is not attempting to represent the department or the department's position, members should be allowed to identify themselves or to express their views.

Commissioner Lau asked if there were any more proposed changes. Commissioner Makras said he would be interested in suggesting further changes, but not at this time.

Commissioner Conroy moved to adopt the proposed Articles 39 and 40 with the recommended changes. Commissioner Evans seconded and the motion was unanimously approved.

7. RESOLUTION REGARDING SUBMISSIONS AND REPORTS TO THE COMMISSION

Discussion and possible action to approve resolution establishing required submissions and reports to the Commission, and scheduling recurring reports and actions.

Commissioner Lau stated that this resolution is a document that Commissioner Conroy wanted to adopt last year when he was Commission President. The resolution is a check list of reporting requirements and timelines for both the department and Commission to exhibit when reports are due and at what Commission meetings they will be addressed. Commissioners Lau and Conroy have worked with Deputy City Katie Porter to put this together. Commissioner Lau asked Deputy City Attorney Katie Porter to give some background to the creation of the resolution.

Deputy City Attorney Katie Porter explained that she went through the Charter and other city codes, to identify matters within Fire Commission authority and responsibility, as well as items that repeatedly come before the Commission. Deputy City Attorney Katie Porter worked with former CFO Julia Dawson to set up reasonable timelines and a calendar for reporting matters which will hopefully provide some consistency to the commission schedule over the course of each year.

Commissioner Lau asked Chief Hayes-White for her comments on the proposed resolution. Chief Hayes-White remarked positively and will give it her support with the understanding that there will be some flexibility on the deadlines. An example is reporting on both the final and operating budgets, and the amount of time it takes for the

department to receive that information. Chief Hayes-White stated she will continue to work closely with the Commission President in the event there are unavoidable delays.

Commissioner Lau asked Deputy Chief Gary Massetani for any remarks. Chief Massetani concurred with the remarks of Chief Hayes-White.

Commissioner Lau called for public comment. No one approached. Commissioner Lau asked for comments from the Commissioners.

Commissioner Evans asked why the schedule was proposed in the form of a resolution instead of a simple schedule. Deputy City Attorney Katie Porter explained that the Commission President can set a schedule. The resolution is a means of allowing the Commission as a whole to decide which areas they would like to make decisions on and also the frequency. The resolution also gives guidance to the department and others to help anticipate when items might be scheduled on the Commission's agenda.

Commission Vice President Victor Makras asked about the scheduling of the Chief's review. Deputy City Attorney Katie Porter stated that it is on Page 6 of the schedule along with the performance appraisals for Commission Secretary and Department Physician.

Commissioner Makras next addressed the section on contracts. Discussion commenced regarding the threshold for contracts that come to the Commission.

Deputy City Attorney Katie Porter explained that the rules from the Office of Contract Administration have recently changed. The policy was no RFP or formal solicitation process was required if the item was under \$10,000. Then the thresholds were changed to \$29,000. The rules have once again been amended so that department heads are now authorized to enter contracts up to \$100,000 on their own authority and there is no OCA review involved. Deputy City Attorney Katie Porter explained that she used that standard and this is just one more reason for the Commission as a whole to decide how many contracts they want to see, and at what level.

Deputy City Attorney Katie Porter also mentioned that she added annual reporting by the department that would show all the other contracts that had not come to the commission, so there would be a report to the commission on those.

Commissioner Makras commented that he would be more supportive of this resolution if he could see a list of all contracts and RFPs. In light of the budget cuts, he expressed his concern about the ability to defend contracts with the public, particularly Sole Source contracts. Commissioner Makras stated that \$100,000 is a very low threshold for most commissions and he asked for support to lower that amount.

Commissioner Evans asked Chief Hayes-White if having a lower threshold puts a burden on the department. Chief Hayes-White answered that it simply requires calendaring those items on the Commission agenda and spending a bit more time on discussion of that item at the Commission meeting.

Commissioner Conroy commented that the \$100,000 was suggested because of the fairly repetitive nature of the contracts, but he was open to discussion. Originally it was thought that an annual report would give the Commission some idea of what the contracts are, and if any items were of particular interest, those could be pulled out for separate calendaring or discussion.

Deputy City Attorney Katie Porter explained that regarding the report, her intent was if the contract covered the current fiscal year, either because it was entered that year or it

was anticipated to be entered that year, or it was entered before but at a term that covered that fiscal year, all of those would be part of the report. She added that this is the proposal but the ultimate decision is in the hands of the Commissioners.

Commissioner Conroy asked for confirmation on whether the cutoff had been \$25,000 or \$29,000. Chief Hayes-White said she thought it was \$25,000 as well.

Chief Hayes-White remarked that if the threshold is lowered, she will look at this as an opportunity to maintain transparency and for another set of eyes to examine the contracts.

Commissioner Makras cited the example of the transcription contract for services that were being outsourced. He stated that it was an appropriate check and balance situation in an effort to keep business local, and he was proud to have participated in that process. Commissioner Makras added that it might make things easier if those items appeared on a consent calendar and anyone with an interest in a particular item could move that forward.

Commissioner Lau stated that if the Commission does not look at all contracts, they are being reviewed by the department, and so he still supported the \$100,000 threshold. Commissioner Conroy stated that since this matter will be revisited on a yearly basis, for the coming year he would be agreeable to lowering the threshold to \$25,000. He added that lowering it to \$25,000 for the first year of a new program of reporting would be a good idea given the concerns expressed by Commissioner Makras.

Commissioner Lau asked for a motion to approve the resolution with the change on the threshold for contract approval from \$100,000 to \$25,000. Commissioner Makras moved to approve the resolution with the suggested change. Commissioner Conroy seconded and the resolution was unanimously approved.

Commissioner Conroy thanked Commission President Lau for his role and input throughout the resolution process and also thanked Deputy City Attorney Katie Porter for all of her work on a great product that will serve the Commission well.

Commissioner Lau added his thanks for Deputy City Attorney Katie Porter for all of her efforts.

Commissioner Lau called for a ten-minute break before commencing the Chief's Report.

8. CHIEF OF DEPARTMENT'S REPORT

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications.

Commissioner Lau announced he would wait to hear public comment until after the reports.

Chief Hayes-White greeted the Commissioners and explained that she arrived late having just returned from FEMA's National Advisory Council in Dallas after two days of productive meetings.

Chief Hayes-White reported that there are 35 members on the council. She volunteered for a few subcommittees including public/private sector partnerships and the USAR working group, and was also involved in the compilation of the council's first annual report. Chief Hayes-White passed a copy of that report to the Commission Secretary to copy for the Commissioners.

Chief Hayes-White emphasized that her report would focus on the department's budget and the citywide budget, which is a matter of concern for all departments, as well as agencies at the state and federal levels. Chief Hayes-White explained that she and Chief Massetani are in close communication with the Mayor's office. She reported that the department has met the requested mark and submitted to the Mayor's office a reduction of \$3.6 million to the operating budget to begin mitigation of the almost \$120 million deficit for this fiscal year. Approximately \$1.5 million of what the department submitted has been accepted as part of the solution for this midyear reduction.

Chief Hayes-White stated that with many people losing their jobs, this is a very difficult time for the country and there are no easy decisions. In previous budget cycles the department was able to come up with more creative solutions. She reported that on Friday, December 12, five civilian employees will be laid off, along with close to 400 other employees throughout the city.

Chief Hayes-White explained that Chief Massetani will give more information from the budget briefing regarding the deficit for fiscal year 2009-2010, which is estimated to be \$575 million, the equivalent of two entire Fire Department budgets.

The end result is the Mayor has asked every department to propose and come up with a 12.5 percent reduction for 2009-2010, with another 12.5 percent contingency, amounting to 25 percent from every department.

Chief Hayes-White explained that many hours have been spent identifying the midyear cuts and now the process begins to plan for the next fiscal year, along with every other city department.

Chief Hayes-White reported that she personally contacted all 11 members of the Board of Supervisors and spoke with eight of them, to get the message out that the department is working with the Mayor's office. She was unable to have dialogue with three of the supervisors. On Tuesday, December 9, Supervisor Peskin asked for reductions of \$2.7 million in the department's overtime budget and some cuts to the H-10 incident support specialists, bringing the total to \$3.9 million. President Peskin will propose these cuts at the upcoming Budget and Finance Committee meeting. Local 798 has also reached out to the Supervisors.

Chief Hayes-White reported on the H-2 application process. Application pickup took place from December 3 through 10. Approximately 14,000 applications were handed out. Completed applications will be accepted from December 11-13. She reported that as of Thursday afternoon, 3,075 applications had been turned in.

Regarding the H-4 Inspector examination, the test has been completed and scores are being evaluated by the consultant and Exam Unit. Chief Hayes-White predicts a January timeframe for a list.

The second phase of the H-6 Investigator test will take place on January 4, with results hopefully by April.

Chief Hayes-White reported on planning for New Year's Eve. Operations staff has met with other agencies on the overall plan for the areas where large numbers gather.

The Promotional Ceremony will be held on Tuesday, December 16 at 5:00 PM at Riordan High School. Chief Hayes-White welcomes the Commissioners' attendance and asked President Lau if he would make some remarks on behalf of the commission.

The Meritorious ceremony is tentatively scheduled in conjunction with the Commission meeting on February 26. In April there will be a promotional ceremony, also at Riordan High School, for 175 lieutenants. Chief Hayes-White acknowledged the generosity of Riordan for allowing the use of their theatre at no cost to the department.

Chief Hayes-White reported that her assistant, Kelly Alves, delivered a healthy baby boy on Tuesday, December 2. Kelly is off on leave for several months, but asked Chief Hayes-White to wish the Commissioners happy holidays.

Chief Hayes-White wanted the Commissioners to know that the mother of Fire Marshal Chief Barbara Schultheis passed away last week in Indiana. She expressed condolences from the department to the whole Schultheis family.

Chief Hayes-White asked Deputy Chief Massetani to provide additional information regarding the budget.

Deputy Chief Gary Massetani reported that the cuts proposed by Supervisor Peskin are an addition to what the department has already proposed to the Mayor. This means that the total figure could exceed \$6 million. The current mid-year cuts will then become the department's baseline for the 2009-2010 budget.

Chief Massetani stated that he has been at the Mayor's office three times this week for emergency meetings. The meetings have been difficult for all concerned and unpleasant news is compounding. Chief Massetani assured everyone that he is in continuous dialogue with the Mayor's office and hopes there will be final approval on a reduction of \$3.6 million.

Commissioner Lau thanked Chief Massetani for his report. Chief Hayes-White asked Deputy Chief Patrick Gardner for the operations report.

Deputy Chief Gardner explained that his report would be brief. Chief Gardner referred the Commissioners to their copies of his operations report for the period November 12 through December 9, 2008. During this last period there were only 18 working fires; two of them were greater alarms. At one of the greater alarms on Union Street, there was one civilian fatality. It was a midday fire, accidentally started by an elderly couple burning papers in the fireplace.

The EMS section is still working with the State EMSA Offices regarding the decision to end the Exclusive Operating Area Agreement.

The Department is fine-tuning the proper distribution and posting of the dynamic ambulance fleet. Chief Gardner reported that EMS is of making sure that residents are being served in the most efficient and responsive manner.

Fire Prevention is working on Christmas tree inspections. Inspectors are also checking restaurants for the new required UL kitchen suppression systems.

Special Operations is currently working on the New Year's Eve event action plan, which is much like last year's plan, but includes some of the strategies learned from Halloween.

Chief Gardner reported that he attended a Hazmat exercise on Sunday, November 30, at the Transamerica Pyramid. The exercise simulated two workers collapsed in a lab on the 10th floor. Chief Massetani, Fire Marshal Chief Barbara Schultheis, and Chief Howes, along with many others participated in the drill. Pictures of the drill site are located at the end of the Operations Report.

Chief Gardner referred to the Airport Divisions report and added that overall, Operations have been very quiet.

Commissioner Lau thanked Chief Gardner's report and called for public comment. No one approached. Commissioner Lau asked for comments from the Commissioners. There being none, Commissioner Lau closed public comment.

Commissioner Lau extended his wishes for a happy holiday season to Chief Hayes-White, her command staff, and all members of the department.

The meeting was adjourned at 8:30 PM in the memory of the mother of Fire Marshal Chief Barbara Schultheis.

